



# McAlester City Council

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## NOTICE OF MEETING

### Regular Meeting Agenda

Tuesday, November 8, 2011 – 6:00 pm  
McAlester City Hall – Council Chambers  
28 E. Washington

Kevin E. Priddle ..... Mayor  
Weldon Smith ..... Ward One  
Steve Harrison ..... Ward Two  
John Browne.....Vice-Mayor, Ward Three  
Robert Karr ..... Ward Four  
Buddy Garvin ..... Ward Five  
Sam Mason ..... Ward Six

Peter J. Stasiak ..... City Manager  
William J. Ervin ..... City Attorney  
Cora M. Middleton..... City Clerk

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

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

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

### CALL TO ORDER

*Announce the presence of a Quorum.*

### INVOCATION & PLEDGE OF ALLEGIANCE

Dr. Charles Neff, First United Methodist Church

### ROLL CALL

### AWARD PRESENTATIONS

Employee of the Month for October 2011 is Clifford Vanderpool, Custodian for the Stipe Recreation Center.

**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 October 11, 2011 Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of Claims for October 19, 2011 through November 1, 2011. *(Toni Ervin, Interim Chief Financial Officer)*
- C. Concur with Oklahoma Mutual Assurance Group recommendation to deny Claim No. 81225-ME. *(Cora Middleton, City Clerk)*
- D. Concur with Oklahoma Mutual Assurance Group recommendation to deny Claim No. 31268-ME. *(Cora Middleton, City Clerk)*
- E. Authorize the Mayor to sign Antero Resources Energy Division Order for City of McAlester Property No: 60575, Property Name: City of McAlester 30-1H and Property Description: 30-06N-15E. *(Cora Middleton, City Clerk)*
- E. Authorize the Mayor to sign an Emergency Medical Technician Basic, Intermediate and Paramedic Field Clinical Agreement between Kiamichi Technology Center and City of McAlester- McAlester Fire Department EMS. *(Brett Brewer, Fire Chief)*

**ITEMS REMOVED FROM CONSENT AGENDA****PUBLIC HEARING**

*All persons interested in any ordinance listed under Scheduled Business shall have an opportunity to be heard in accordance with Article 2, Section 2.12(b) of the City Charter.*

**AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING ORDINANCE NO. 2392 WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2011-2012; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.**

**AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING ORDINANCE NO. 2132, AN ORDINANCE REGULATING THE WARD BOUNDARIES OF McALESTER, OKLAHOMA, KNOWN AS FIRST WARD, SECOND WARD, THIRD WARD, FOURTH WARD, FIFTH WARD, SIXTH WARD; AND PROVIDING A SPECIFIC DESCRIPTION OF EACH WARD BOUNDARY.**

## SCHEDULED BUSINESS

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1. Discussion and possible action, on a recommendation by the Audit and Finance Advisory Committee to change the City of McAlester Defined Benefit Retirement Plan and Trust by the following actions: (*Chairman Greg McNall, Audit and Finance Advisory Committee*)
  - Eliminating future DROP and Bonus Program Benefits to future participants.
  - Soft freeze of all retirement benefits to existing non-union City employees.
  - No retirement benefits to new hires until a 403b plan is in place.

### Executive Summary

Motion to direct staff to work on the recommendations by the Audit and Finance Advisory Committee.

2. Consider, and act upon, an Ordinance amending Ordinance No. 2392 which established the budget for fiscal year 2011-2012; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. (*Toni Ervin, Interim CFO*)

### Executive Summary

Motion to approve the budget amendment ordinance 2392.

3. **TABLED FROM PREVIOUS MEETING** - Consider and act upon, authorizing the Mayor to sign a contract to partner with the McAlester Chamber of Commerce to produce the McAlester Tourism Guide, an amount not to exceed \$10,290.00. (*Peter J. Stasiak, City Manager*)

### Executive Summary

Motion to approve the contract to partner with the McAlester Chamber of Commerce in the amount not to exceed \$10,290.00 for the McAlester Tourism Guide.

4. Discussion and possible action, to approve an Ordinance to amend Ordinance Number 2132 to establish new ward boundary lines as a result of recent redistricting and adopting new legal descriptions for the six wards throughout the city. (*Peter J. Stasiak, City Manager*)

### Executive Summary

Motion to approve amending Ordinance Number 2132 to establish new ward boundary lines.

5. Discussion and possible action, to authorize the Mayor to sign a Service & License Agreement with CivicPlus to develop a website for the City of McAlester. The contract shall remain in effect for a period of one year (12months) from signing. Total Fees for Year 1 in the amount of \$24,965. (*Peter J. Stasiak, City Manager*)

### Executive Summary

Motion to authorize the Mayor to sign agreement with CivicPlus to create a City website.

6. Consider, and act upon, approval of Change Order No. 1 to the existing contract with KATCON, Inc. for construction of the Sandy Creek Canal Wall Repair at Seneca Avenue

and Tenth Street. This project was to rebuild concrete canal walls. *(John C. Modzelewski, P.E. City Engineer and Public Works Director)*

**Executive Summary**

Motion to approve Change Order No. 1 in the amount of -\$2,011.10 to the construction contract with KATCON, Inc. for construction of the Sandy Creek Canal Wall Repair at Seneca Avenue and Tenth Street.

7. Consider, and act upon, authorizing the Mayor to sign a Fee Proposal with Traffic Engineering Consultants, Inc. (TEC) to provide traffic signal design services for the intersection of South Strong Boulevard and East Wyandotte Avenue. *(John C. Modzelewski, P.E. City Engineer and Public Works Director)*

**Executive Summary**

Motion to approve and act upon the Fee Proposal with Traffic Engineering Consultants, Inc. to provide the design services for a lump sum fee of \$15,000.

8. Consider and act upon, a Resolution amending the City's Non-Uniform Pay Plan and/or other benefits. *(Peter J. Stasiak, City Manager)*

**Executive Summary**

Motion to approve a Resolution amending the City Non-Uniform Pay Plan and/or other benefits.

9. Consider and act upon, a Resolution authorizing a pay increase for City employees outside the official non-uniform pay plan of the City of McAlester, Oklahoma. *(Peter J. Stasiak, City Manager)*

**Executive Summary**

Motion to approve a Resolution increasing the pay for non-uniform employees outside the official pay plan.

**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 (Peter J. Stasiak)**

- Report on activities for the past two weeks.

**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 October 25, 2011 Regular Meeting of the McAlester Airport Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item B, regarding claims ending November 1, 2011. *(Toni Ervin, Interim Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item 1, Discussion on a recommendation by the Audit and Finance Advisory Committee to change the City of McAlester Defined Benefit Retirement Plan and Trust by the following actions: *(Chairman Greg McNall, Audit and Finance Advisory Committee)*
  - Eliminating future DROP and Bonus Program Benefits to future participants.
  - Soft freeze of all retirement benefits to existing non-union City employees.
  - No retirement benefits to new hires until a 403b plan is in place.
- Confirm action taken on City Council Agenda Item 2, an Ordinance amending Ordinance No. 2392 which established the budget for fiscal year 2011-2012; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. *(Toni Ervin, Interim CFO)*
- Confirm action taken on City Council Agenda Item 4, to approve an Ordinance to amend Ordinance Number 2132 to establish new ward boundary lines as a result of recent redistricting and adopting new legal descriptions for the six wards throughout the city. *(Peter J. Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item 5 to authorize the Mayor to sign a Service & License Agreement with CivicPlus to develop a website for the City of McAlester. The contract shall remain in effect for a period of one year (12months) from signing. Total Fees for Year 1 in the amount of \$24,965. *(Peter J. Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item 8, a Resolution amending the City's Non-Uniform Pay Plan and/or other benefits. *(Peter J. Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item 9, a Resolution authorizing a pay increase for City employees outside the official non-uniform pay plan of the City of McAlester, Oklahoma. *(Peter J. Stasiak, City Manager)*

#### ADJOURN MAA

#### **CONVENE AS McALESTER PUBLIC WORKS AUTHORITY**

*Majority of a Quorum required for approval*

- Approval of the Minutes from the October 25, 2011 Regular Meeting of the McAlester Public Works Authority *(Cora Middleton, City Clerk)*

- Confirm action taken on City Council Agenda Item B, regarding claims ending November 1, 2011. (*Toni Ervin, Interim Chief Financial Officer*)
- Confirm action taken on City Council Agenda Item C, Concur with Oklahoma Mutual Assurance Group recommendation to deny Claim No. 81225-ME. . (*Cora Middleton, City Clerk*)
- Confirm action taken on City Council Agenda Item D, Concur with Oklahoma Mutual Assurance Group recommendation to deny Claim No. 31268-ME. . (*Cora Middleton, City Clerk*)
- Confirm action taken on City Council Agenda Item 1, Discussion on a recommendation by the Audit and Finance Advisory Committee to change the City of McAlester Defined Benefit Retirement Plan and Trust by the following actions: (*Chairman Greg McNall, Audit and Finance Advisory Committee*)
  - Eliminating future DROP and Bonus Program Benefits to future participants.
  - Soft freeze of all retirement benefits to existing non-union City employees.
  - No retirement benefits to new hires until a 403b plan is in place.
- Confirm action taken on City Council Agenda Item 2, an Ordinance amending Ordinance No. 2392 which established the budget for fiscal year 2011-2012; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. (*Toni Ervin, Interim CFO*)
- Confirm action taken on City Council Agenda Item 4, to approve an Ordinance to amend Ordinance Number 2132 to establish new ward boundary lines as a result of recent redistricting and adopting new legal descriptions for the six wards throughout the city. (*Peter J. Stasiak, City Manager*)
- Confirm action taken on City Council Agenda Item 5 to authorize the Mayor to sign a Service & License Agreement with CivicPlus to develop a website for the City of McAlester. The contract shall remain in effect for a period of one year (12months) from signing. Total Fees for Year 1 in the amount of \$24,965. (*Peter J. Stasiak, City Manager*)
- Confirm action taken on City Council Agenda Item 6, approval of Change Order No. 1 to the existing contract with KATCON, Inc. for construction of the Sandy Creek Canal Wall Repair at Seneca Avenue and Tenth Street. This project was to rebuild concrete canal walls. (*John C. Modzelewski, P.E. City Engineer and Public Works Director*)
- Confirm action taken on City Council Agenda Item 7, authorizing the Mayor to sign a Fee Proposal with Traffic Engineering Consultants, Inc. (TEC) to provide traffic signal design services for the intersection of South Strong Boulevard and East Wyandotte Avenue. (*John C. Modzelewski, P.E. City Engineer and Public Works Director*)

- Confirm action taken on City Council Agenda Item 8, a Resolution amending the City's Non-Uniform Pay Plan and/or other benefits. *(Peter J. Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item 9, a Resolution authorizing a pay increase for City employees outside the official non-uniform pay plan of the City of McAlester, Oklahoma. *(Peter J. Stasiak, City Manager)*

#### ADJOURN MPWA

#### RECONVENE COUNCIL MEETING

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#### ADJOURNMENT

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#### CERTIFICATION

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*I certify that this Notice of Meeting was posted on this \_\_\_\_\_ day of \_\_\_\_\_ 2011 at \_\_\_\_\_ a.m./ p.m. as required by law in accordance with Section 303 of the Oklahoma Statutes and that the appropriate news media was contacted. As a courtesy, this agenda is also posted on the City of McAlester website: [www.cityofmcalester.com](http://www.cityofmcalester.com).*

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**Cora M. Middleton, City Clerk**

Council Chambers  
Municipal Building  
October 11, 2011

The McAlester City Council met in Regular session on Tuesday, October 11, 2011, at 6:00 P.M. after proper notice and agenda was posted, October 7, 2011, at 10:02 A. M.

**Call to Order**

Mayor Priddle called the meeting to order.

Pastor Bob Tate, First Indian Church lead the Pledge of Allegiance and gave the invocation.

**Roll Call**

Council Roll Call was as follows:

Present: Weldon Smith, Steve Harrison, John Browne, Robert Karr, Buddy Garvin, & Kevin Priddle  
Absent: Sam Mason  
Presiding: Kevin E. Priddle, Mayor

Staff Present: Peter J. Stasiak, City Manager; David Medley, Utilities Director; Jim Lyles, Police Chief; Toni Ervin, Interim Finance Director; Mel Priddy, Community Services Director; John C. Modzelewski, City Engineer/Public Works Director; William J. Ervin, City Attorney and Cora Middleton, City Clerk

**Awards Presentation**

Mayor Priddle presented Vincent Lott as September 2011 Employee of the Month. Mr. Lott received a Certificate of Appreciation, a plaque and a savings bond.

**Citizen's Comments on Non-agenda Items**

None

**Consent Agenda**

- A. Approval of the Minutes from the September 13, 2011 Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of Claims for September 21, 2011 through October 4, 2011. *(Toni Ervin, Interim Chief Financial Officer)* In the following amounts: General Fund - \$76,311.93; Nutrition - \$911.82; Tourism Fund - \$18,179.65; SE Expo Center - \$9,595.38; E-911 - \$2,157.50; Economic Development - \$26,021.91; Gifts & Contributions - \$612.71;

CDBG Grant Fund - \$1,042.00; Fleet Maintenance - \$14,431.96 and CIP Fund - \$86,347.28.

- C. To ratify and authorize the Mayor to sign the iWorQ Service Agreement between the City of McAlester and iWorQ Systems “iWorQ” located in Logan, Utah. *(Peter J. Stasiak, City Manager)*
- D. To ratify and authorize the Mayor to sign the Interagency Cooperative Agreement between the City of McAlester Police Department and Farley W. Ward, District Attorney, acting for and on behalf of the District Attorney’s Office District 18, Drug and Violent Crimes Task Force. *(Peter J. Stasiak, City Manager)*

Vice-Mayor Browne moved to approve the Consent Agenda, seconded by Councilman Harrison.

Before the vote, Manager Stasiak informed the Council that the quote for item “C” was the amount for the initial year and that the correct amount was \$2,480.00.

There was a brief discussion about the uses of the iWorQ program, which helped the citizens relay requests and complaints regarding abatement and other issues to the City.

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

AYE: Councilman Smith, Harrison, Browne, Karr, Garvin & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

Councilman Karr moved to open a Public Hearing to address an ordinance amending the FY 2011-2012 Budget. The motion was seconded by Councilman Garvin.

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

AYE: Councilman Harrison, Browne, Karr, Garvin, Smith & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried and the Public Hearing was opened at 6:10 P.M.

### **Public Hearing**

**AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING ORDINANCE NO. 2392 WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2011-2012; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.**

There were no comments from either the public or the Council and Vice-Mayor Browne moved to close the Public Hearing. The motion was seconded by Councilman Harrison.

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

AYE: Councilman Browne, Karr, Garvin, Smith, Harrison & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried and the Public Hearing was closed at 6:11 P.M.

### **Scheduled Business**

1. Consider and act upon selling approximately 1.2 acres of land (224' x 232') located at the Southside Business Development Center for the construction of a 10,000 sq. ft. office building. *(Peter J. Stasiak, City Manager)*

#### **Executive Summary**

Motion to approve and act upon the sale of approximately 1.2 acres of land located at the Southside Business Development Center for \$53,682.94 and authorizing the Mayor to sign the documents.

Vice-Mayor Browne moved to open the floor for discussion of the sale of approximately 1.2 acres of land located at the Southside Business Development Center. The motion was seconded by Councilman Karr.

Before the vote, Manager Stasiak explained that this initially discussed four (4) or five (5) months ago when the zoning was changed on a portion of the property. He stated that Mr. Carl Voss wanted to purchase the 1.2 acres to construct a 10,000 sp. ft. office building and was present if the Council had questions.

There was discussion among the Council concerning the January workshop on the property, a master plan for the development of the property, no covenants on the development of the property, allowing individuals to invest in the community, having a clause in the sales contract that protects the City when property is sold, retaining mineral rights to City property that was sold and tabling the item.

Councilman Garvin stated that since the Ward Six Councilman was not present he would agree to table the item until all of the City could be represented.

Mr. Voss addressed the Council stating that tabling this would put a roadblock in this development and could cause him to lose the contract with the USDA. He commented that he needed to have the property purchased by the end of the month. He added that he would not spend \$1.4 million and not put in a nice building. He stated that the USDA was combining the three (3) offices that were located in the City.

There was further discussion among the Council concerning the construction materials that were to be used, what would be visible on that property, if the item was tabled could the City incorporate specific stipulations in the contract, and if the building was going to look like the rendition that had been submitted to the Council.

Mayor Priddle commented that it would be a good anchor for the development.

Vice-Mayor Browne commented that a reversionary clause be inserted into the contract to protect the City. Mr. Ervin stated that the reversionary clause would be in the deed.

Manager Stasiak stated that the City had a hammer which was not issuing the building permit if the construction plans and landscaping did not meet with the City's requirements.

Mayor Priddle stated that this building specifically was the reason for the rezoning and one of the reasons that the Elks Road was being rebuilt. He added that he felt a compromise could be reached that would satisfy all parties. Councilman Garvin withdrew his second to table the item.

Councilman Harrison commented that the hammer would only exist if the requirements were in the contract, he would not like to vote on something that was not in writing and he would appreciate comments from the MPower Director.

Vice-Mayor Browne moved to agree to the sale of the property under the guidelines that the contract and building that had been submitted to the Council and City Manager are the actual outcome of the sale with the reversionary agreement in the deed should the construction not occur.

Councilman Smith asked about the retention of the mineral rights and if there was anything else that needed to be included in the contract. Mr. Ervin stated that surface only could be stipulated in the contract. He further stated that a written agreement was needed and he would encourage the Council to look at the restrictive covenants that were available. He commented that Mr. Voss' project could be reduced to a written agreement that would restrict it to the plans and specs that were contained in his contract with the government and Mr. Voss had agreed to a reversionary clause in case the project did not complete. Mr. Ervin stated that he would encourage the Council to pursue more restrictive covenants later on additional sales. He added that his concern was if the item was tabled they would have to develop more restrictive covenants by the next meeting and that would be difficult. He stated that he was sure that this particular sale could be made to work from a protection standpoint based on what had been said in the meeting but he did encourage the Council to develop a long range plan with the covenants in place.

Mayor Priddle stated that there seemed to be six (6) covenants; 1. Surface only, 2. Brick and Rock building, 3. Landscaping as indicated in the design, 4. Built to current specifications as shown in the plan, 5. Reversionary Clause in the Deed and 6. Must meet City Code requirements on other building aspects.

There was a brief discussion about including the standard covenants that were in the overlay districts and if Mr. Voss was familiar with the Code overlays of the Wyandotte and Wade Watts areas.

Mayor Priddle stated that there was a motion to table on the floor and the second had been withdrawn. He asked if there was another second, there was none and the motion to table failed for lack of a second.

Shari Cooper addressed the Council expressing her opinion of the sale of the property and the covenants that the Council could stipulate on the development in the property.

There was another brief discussion about stipulating that the entire building be brick or rock, if there would be any tractors parked around the building, if the off road equipment would be exempted and developing covenants and planning for the property.

Mayor Priddle stated that there were now eight (8) covenants; 1. Surface only, 2. Brick and Rock on all four (4) sides, 3. Landscaping as indicated in the design, 4. Built to current specifications as shown in the plan, 5. Reversionary Clause in the Deed, 6. Overlay requirements as specified on Wade Watts, 7. No tractors, farm implements or heavy machinery stored on the outside of property.

Mr. Ervin stated that he would create a written agreement with the covenants and the deed would incorporate the surface only and the reversionary clause.

Mayor Priddle moved to approve the sale of approximately 1.2 acres of land (224' x 232') located at the Southside Business Development Center for the construction of a 10,000 sq. ft. office building subject to the following covenants; 1. Surface only, 2. Brick and Rock on all four (4) sides, 3. Landscaping as indicated in the design, 4. Built to current specifications as shown in the plan, 5. Reversionary Clause in the Deed, 6. Conform to the overlay requirements as specified on Wade Watts, 7. No tractors, farm implements or heavy machinery stored on the outside of property for the purchase price of \$53,682.94. The motion was seconded by Vice-Mayor Browne. There was no further discussion and the vote was taken as follows:

AYE: Councilman Karr, Garvin, Smith, Browne & Mayor Priddle

NAY: Councilman Harrison

Mayor Priddle declared the motion carried.

2. Consider, and act upon, an Ordinance amending Ordinance No. 2392 which established the budget for fiscal year 2011-2012; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. (*Toni Ervin, Interim CFO*)

Executive Summary

Motion to approve the budget amendment ordinance.

### **ORDINANCE NO. 2403**

**AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING ORDINANCE NO. 2392 WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2011-2012; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.**

A motion was made by Councilman Harrison and seconded by Vice-Mayor Browne to approve **ORDINANCE NO. 2403.**



Before the vote, Ms. Ervin reviewed the amendment with the Council. There was no discussion and the vote was taken as follows:

AYE: Councilman Garvin, Smith, Harrison, Browne, Karr & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

Councilman Karr moved to approve the EMERGENCY CLAUSE, seconded by Vice-Mayor Browne. There was no discussion, and the vote was taken as follows:

AYE: Councilman Smith, Harrison, Browne, Karr, Garvin & Mason

NAY: None

Mayor Priddle declared the motion carried.

3. Consider, and act upon, a donation for the construction of a fencing project located at the Farmer's Market parking lot. *(Peter J. Stasiak, City Manager)*

Executive Summary

Motion to approve a donation to the Pittsburg County Cooperative Extension Service of \$5,482.00 for the construction of a fencing project at the Farmer's Market parking lot.

Vice-Mayor Browne moved to approve a donation to the Pittsburg County Cooperative Extension Service of \$5,482.00 for the construction of a fencing project at the Farmer's Market parking lot. The motion was seconded by Councilman Harrison.

Before the vote, Manager Stasiak commented that this was a project that had been on for approximately a year. He added that LaDell Emmons was present to answer questions.

There was a brief discussion among the Council including Ms. Emmons and Manager Stasiak regarding the fund raising efforts, the fencing requirements that were required in the lease agreement with Union Pacific, incorporating this project and complying with the lease requirements, continuing the fence with matching materials and if this was a allowable use of public funds.

Mr. Ervin stated that improvements were being made to property that the City had a leased interest in and as long as it is for a valid public purpose it was allowable.

Councilman Harrison requested that the City Attorney's statement be included in the minutes for clarification if needed in the future.

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

AYE: Councilman Smith, Harrison, Browne, Karr, Garvin & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

4. Consider, and act upon, increasing the partnership contribution for the Southeast EXPO Center. *(Peter J. Stasiak, City Manager)*

Executive Summary

Motion to approve an increase in the partnership contribution for the Southeast EXPO Center in the amount \$5,125.00 for fiscal year 2011/2012.

Vice-Mayor Browne moved to approve an increase in the partnership contributions for the Southeast EXPO Center in the amount of \$5,125.00 for fiscal year 2011-2012. The motion was seconded by Councilman Harrison.

Before the vote, Mel Priddy explained that the partnership money had run out. There had been more requests than usual and this amount was to cover the requests from the groups that routinely requested partnerships.

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

AYE: Councilman Karr, Garvin, Smith, Harrison, Browne & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

5. Consider, and act upon, a Partnership Request from Eastern Oklahoma State College (EOSC) and Oklahoma Employment Security Commission (OESC) for the use of the Expo Center for the Simonton Window job fair, scheduled November 12th & set up November 11th, 2011, by partnering with them in the amount of \$1,500.00. *(Jerry Lynn Wilson, Expo Manager)*

Executive Summary

Consider approval of Partnership Request in the amount of \$1,500.00.

A motion was made by Councilman Karr and seconded by Vice-Mayor Browne to approve a Partnership Request from Eastern Oklahoma State College (EOSC) and Oklahoma Employment Security Commission (OESC) for the use of the Expo Center for the Simonton Window job fair, scheduled November 12th & set up November 11th, 2011, by partnering with them in the amount of \$1,500.00.

Before the vote, Vice-Mayor Browne stated that the job fair had been opened up to everyone and not limited only to the Simonton Window employees.

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

AYE: Councilman Smith, Harrison, Browne, Karr, Garvin & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

6. Consider, and act upon, a request by Eastern Oklahoma State College (EOSC) to partner with them for the rental fee in the amount of \$1,500.00 for the use of the Expo Center on November 7<sup>th</sup> & 8<sup>th</sup>, 2011 for the 5<sup>th</sup> Annual Career and College Tour. *(Jerry Lynn Wilson, Expo Manager)*

Executive Summary

Consider approving this partnership request in the amount of \$1,500.00.

A motion was made by Vice-Mayor Browne and seconded by Councilman Harrison to approve a request by Eastern Oklahoma State College (EOSC) to partner with them for the rental fee in the amount of \$1,500.00 for the use of the Expo Center on November 7<sup>th</sup> & 8<sup>th</sup>, 2011 for the 5<sup>th</sup> Annual Career and College Tour.

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

AYE: Councilman Harrison, Browne, Karr, Garvin, Smith & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

7. A. Consider, and act upon, awarding a bid to Wheeled Coach, in the amount of \$123,131.00 for a new and unused Ford F350 Ambulance Type I Modular 4x4 Conversion, and to accept change order in the amount of \$2509.00, for the installation of an "Air Ride System" in the conversion. *(Brett Brewer, Fire Chief)*
- B. Consider and act upon the purchase of one ambulance cot to be used on said ambulance in the amount of \$5059.00. *(Brett Brewer, Fire Chief)*

Total cost to City of McAlester \$130,699.00.

Executive Summary

Motion to approve a bid award to purchase one new and unused Ford F350 Ambulance Type I Modular 4x4 Conversion, in the amount of \$123,131.00 with change order in the amount of \$2509.00, and approve the purchase of one new cot to be used on said ambulance, in the amount of \$5059.00. Total cost to city, 130,699.00

Councilman Harrison moved to approve a bid award to purchase one new and unused Ford F350 Ambulance Type I Modular 4x4 Conversion, in the amount of \$123,131.00 with change order in the amount of \$2509.00, to Wheeled Coach and approve the purchase of one new cot to be used on said ambulance, in the amount of \$5059.00. Total cost to city, 130,699.00. The motion was seconded by Vice-Mayor Browne.

Before the vote, Manager Stasiak explained that the Fire Department had recently gone out for bids for a replacement ambulance and had received two (2) proposals. He stated that the proposals had been reviewed by the Fire Administration and they were recommending that the bid be awarded to Wheeled Coach in the amount of \$123,131.00 with change order in the amount of \$2509.00, and approve the purchase of one new cot to be used on said ambulance, in the amount of \$5059.00. Total cost to city, 130,699.00.

There was a brief discussion of what was going to be done with the old ambulance and if there would be any liability on the City if they used the old ambulance as a standby.

City Attorney Ervin stated that the City would not be open to any additional liability by using the old ambulance as a standby.

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

AYE: Councilman Browne, Karr, Garvin, Smith, Harrison & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

8. Consider, and act upon, a bid award to Total Radio Inc., for the purchase of thirty-eight (38) hand held radios and forty-three (43) mobile radios. *(Jim Lyles, Police Chief)*

Executive Summary

Motion to approve a \$52,483.35 bid from Total Radio, Inc. for the purchase of new radios.

Mayor Priddle stated that this item would be tabled at the City Manager's request.

9. Consider and act upon, authorizing the Chief of Police to add two additional E-911 Dispatchers. *(Jim Lyles, Police Chief)*

Executive Summary

Motion to approve the addition of two E-911 Dispatchers.

Vice-Mayor Browne moved to approve the addition of two (2) E-911 Dispatchers. The motion was seconded by Councilman Karr.

Before the vote, Chief Lyles explained that the 911/E911 Advisory and Oversight Board had requested and recommended the addition of two (2) E-911 Dispatchers. He stated that this would allow a minimum of three (3) dispatchers to be scheduled on a daily basis except on four (4) shifts per week.

Manager Stasiak stated that the Council was being asked to concur with the recommendation from the E-911 Board. He wanted this in front of the Council since the personnel levels would be increased. He added that if this and the next two (2) items were approved the appropriation would be brought to the Council at the next meeting.

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

AYE: Councilman Karr, Garvin, Smith, Browne & Mayor Priddle

NAY: None

ABSTAIN: Councilman Harrison

Mayor Priddle declared the motion carried.

10. Consider and act upon, authorizing the Chief of Police to add an additional employee to assist the E-911 Coordinator with her daily duties. *(Jim Lyles, Police Chief)*

Executive Summary

Motion to approve the addition of one E-911 employee.

A motion was made by Vice-Mayor Browne and seconded by Councilman Karr to approve the addition of an E-911 employee to assist the E-911 Coordinator with her daily duties.

Before the vote, there was a brief discussion concerning the length of time it would take to complete the mapping project with an additional employee. Chief Lyles stated that the mapping was constantly changing and may never be completed. There was no further discussion, and the vote was taken as follows:

AYE: Councilman Garvin, Smith, Browne, Karr & Harrison

NAY: None

ABSTAIN: Councilman Harrison

Mayor Priddle declared the motion carried.

11. Consider and act upon, authorizing the Chief of Police to promote an E-911 Supervisor. *(Jim Lyles, Police Chief)*

Executive Summary

Motion to approve the promotion of an E-911 Supervisor.

A motion was made by Vice-Mayor Browne and seconded by Councilman Karr to authorize the Chief of Police to promote an E-911 Supervisor.

Before the vote, Councilman Smith requested in having some performance standards set for every job at City Hall and keeping track of statistics. There was no further discussion, and the vote was taken as follows:

AYE: Councilman Smith, Browne, Karr, Garvin & Harrison

NAY: None

ABSTAIN: Councilman Harrison

Mayor Priddle declared the motion carried.

12. Consider, and act upon a Work Order for Mehlburger Brawley Corporation for engineering services required for the design of construction of the 2010 Community Development Block Grant (CDBG) Water and Sewer Improvements. *(David Medley, Utilities Director)*

Executive Summary

Motion to approve and authorize the Mayor to sign the work order for Mehlburger Brawley to complete engineering services required for 2010 CDBG Water and Sewer Improvements for an estimated fee of \$23,000 upon review and approval of by the City Attorney's Office.

A motion was made by Councilman Harrison and seconded by Vice-Mayor Browne to authorize the Mayor to sign the work order for Mehlburger Brawley to complete the engineering services required for the 2010 CDBG Water and Sewer Improvements for an estimated fee of \$23,000.00 upon review and approval of by the City Attorney's Office.

Before the vote, David Medley addressed the Council explaining that this work order was for professional services for the 2010 CDBG Water and Sewer Improvements. He added that this project would provide for new water and sewer lines in Ward 5. He commented that the total estimated cost of the utility construction was \$148,000.00 and the Oklahoma Department of Commerce would reimburse \$73,874.00 through the Community Development Block Grant program. There was no discussion, and the vote was taken as follows:

AYE: Councilman Smith, Harrison, Browne, Karr, Garvin & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

13. Consider, and act upon, award of bid to Altivia Chemical Solutions for the supply of the chemicals for the McAlester Water Treatment Plant on a unit price basis the following chemicals: aluminum sulfate, 40% polymer, copper sulfate, and poly-aluminum ferric halide. *(David Medley, Utilities Director)*

Executive Summary

Motion to award of bid for Items 1, 6, 8, and 9 of the September, 2011 to February, 2011 Water Treatment Plant Chemical Chemicals, after review and approval by the City Attorney's Office, with Altivia Chemical Solutions of Houston, Texas at the unit prices per the attached bid tabulation and agreement.

A motion was made by Councilman Garvin and seconded by Councilman Karr to award a bid to Altivia Chemical Solutions of Houston, Texas for Aluminum Sulfate at \$0.0715 Bulk/lbs., Polymer (40%) at \$1.15 Totes/lbs., Copper Sulfate at \$0.65 Totes/lbs. and Poly-Aluminum Ferric Halide Brennfloc CC 2358 at \$0.339 Bulk/lbs. for the September 2011 to February 2012 Water Plant Chemicals.

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

AYE: Councilman Karr, Garvin, Smith, Harrison, Browne & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

14. Consider, and act upon, award of bid to Southwest Chemical Service for the supply of the chemicals for the McAlester Water Treatment Plant on a unit price basis the following chemicals: 30% caustic and polyphosphate. *(David Medley, Utilities Director)*

Executive Summary

Motion to award of bid for Items 3, and 4 of the September, 2011 to February, 2011 Water Treatment Plant Chemical Chemicals, after review and approval by the City Attorney's Office, with Southwest

Chemical Service of McAlester, Oklahoma at the unit prices per the attached bid tabulation and agreement.

Vice-Mayor Browne moved to award a bid to Southwest Chemical Service for Caustic 30% at \$0.124 Bulk/lbs and Polyphosphate at \$0.90 Totes/lbs for the September 2011 to February 2012 Water Plant Chemicals. The motion was seconded by Councilman Harrison.

Before the vote, Councilman Smith asked for clarification of the bid tab sheet. There was no other discussion, and the vote was taken as follows:

AYE: Councilman Smith, Harrison, Browne, Karr, Garvin & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

15. Consider, and act upon, award of bid to Brentag Southwest for the supply of the chemicals for the McAlester Water Treatment Plant on a unit price basis the following chemicals: chlorine and activated carbon. *(David Medley, Utilities Director)*

Executive Summary

Motion to award of bid for Items 2, and 5 of the September, 2011 to February, 2011 Water Treatment Plant Chemical Chemicals, after review and approval by the City Attorney's Office, with Brentag Southwest of Nowata, Oklahoma at the unit prices per the attached bid tabulation and agreement.

Vice-Mayor Browne moved to award a bid to Brentag Southwest for Chlorine at \$551.40 Ton and Powder Activated Carbon at \$0.667 Bagged/lbs. for the September 2011 to February 2012 Water Plant Chemicals. The motion was seconded by Councilman Harrison.

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

AYE: Councilman Harrison, Browne, Karr, Garvin, Smith & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

16. Consider, and act upon, award of bid to Hawkins, Inc. for the supply of the chemicals for the McAlester Water Treatment Plant on a unit price basis the following chemical: sodium permanganate. *(David Medley, Utilities Director)*

Executive Summary

Motion to award of bid for Item 7 of the September, 2011 to February, 2011 Water Treatment Plant Chemical Chemicals, after review and approval by the City Attorney's Office, with Hawkins, Inc. of Fort Smith, Arkansas at the unit prices per the attached bid tabulation and agreement.

A motion was made by Councilman Harrison and seconded by Vice-Mayor Browne to award a bid to Hawkins, Inc. for Sodium Permanganate at \$0.995 Totes/lbs. for the September 2011 to February 2012 Water Plant Chemicals.

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

AYE: Councilman Browne, Karr, Garvin, Smith, Harrison & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

17. Consider and act upon assigning a 30 foot wide utility easement in Lot C-7 of Steven Taylor Industrial Park for the purpose of allowing the Oklahoma Turnpike Authority to construct an 8" diameter sanitary sewer to service their new Service Plaza to be located on the Indian Nation Turnpike approximately ¼ mile south of the Industrial Park. *(David Medley, Utilities Director)*

Executive Summary

Motion to assign the easement and authorize the Mayor to sign after review and approval by the City Attorney's Office.

A motion was made by Councilman Harrison and seconded by Vice-Mayor Browne to approve assigning a 30 foot wide utility easement in Lot C-7 of Steven Taylor Industrial Park for the purpose of allowing the Oklahoma Turnpike Authority to construct an 8" diameter sanitary sewer to service their new Service Plaza to be located on the Indian Nation Turnpike approximately ¼ mile south of the Industrial Park and authorize the Mayor to sign after review and approval by the City Attorney's Office.

Before the vote, David Medley explained that the Oklahoma Turnpike Authority would install the 8" diameter sanitary sewer and install a meter and a 10" diameter water line in the existing right of way of Taylor Blvd. for water service. He added that the water service area was in District No. 5 and they would supply the individual water meters at the plaza.

There was a brief discussion among the Council concerning the Turnpike Authority's consolidation of the two service plazas currently on the Turnpike, the possibility of annexing that area, and what businesses would be in the service plaza.

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

AYE: Councilman Karr, Garvin, Smith, Harrison, Browne & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

18. Consider, and act upon a Work Order for Mehlburger Brawley Corporation for engineering services required for the design of construction of the Water Treatment Plant Residuals Handling Improvements. *(David Medley, Utilities Director)*

Executive Summary

Motion to approve and authorize the Mayor to sign the work order for Mehlburger Brawley to complete engineering services required for Water Treatment Plant Residuals Handling Improvements for an estimated fee of \$87,300 upon review and approval of by the City Attorney's Office.



A motion was made by Vice-Mayor Browne and seconded by Councilman Harrison to authorize the Mayor to sign the work order for Mehlburger Brawley to complete the engineering services required for the Water Treatment Plant Residuals Handling Improvements for an estimated fee of \$87,300.00 upon review and approval of by the City Attorney's Office.

Before the vote, there was discussion among the Council and Mr. Medley regarding the calculation of the fee, having the Department of Environmental Quality do this, how the decision to award this was made and if the fees were standard.

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

AYE: Councilman Garvin, Smith, Harrison, Browne, Karr & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

19. Consider, and act upon, award of bid to Pittard Construction Company for the construction of Highway 69 ODOT Utility Relocation Sewer Project and authorize the Mayor to enter into a construction contract, in an amount of \$199,865.00. (*David Medley, Utilities Director*)

Executive Summary

Motion to award of bid for Highway 69 ODOT Utility Relocation Sewer Project and authorizing the Mayor to enter into a construction contract, after review and approval by the City Attorney's Office, with Pittard Construction Company of Allen, Texas in an amount of \$199,865.00.

A motion was made by Councilman Harrison and seconded by Councilman Karr to award a bid for Highway 69 ODOT Utility Relocation Sewer Project and authorizing the Mayor to enter into a construction contract, after review and approval by the City Attorney's Office, with Pittard Construction Company of Allen, Texas in an amount of \$199,865.00.

Before the vote, there was discussion the number of bids that were received, the process that was taken to choose the company, what fund would be used for this project, when work would start if awarded, how long the project would take, the savings by using this company to do both projects, if they could do both projects simultaneously, if there were any local companies that bid and the changes that the City Attorney had made to the contracts.

Mayor Priddle announced that even though the vote was not official the results were 76% yes and 24% no, on the bond election.

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

AYE: Councilman Smith, Harrison, Karr, Garvin & Mayor Priddle

NAY: Vice-Mayor Browne

Mayor Priddle declared the motion carried.

20. Consider, and act upon, award of bid to Pittard Construction Company for the construction of Highway 69 ODOT Utility Relocation Water Project and authorize the Mayor to enter into a construction contract, in an amount of \$498,850.00. *(David Medley, Utilities Director)*

Executive Summary

Motion to award of bid for Highway 69 ODOT Utility Relocation Water Project and authorizing the Mayor to enter into a construction contract, after review and approval by the City Attorney's Office, with Pittard Construction Company of Allen, Texas in an amount of \$498,850.00.

A motion was made by Councilman Harrison and seconded by Councilman Karr to award a bid for the Highway 69 ODOT Utility Relocation Water Project and authorizing the Mayor to enter into a construction contract, after review and approval by the City Attorney's Office, with Pittard Construction Company of Allen, Texas in an amount of \$498,850.00.

After a brief discussion concerning the company's ability to complete both projects at the same time, the vote was taken as follows:

AYE: Councilman Smith, Harrison, Karr, Garvin & Mayor Priddle

NAY: Vice-Mayor Browne

Mayor Priddle declared the motion carried.

21. Consider, and act upon a Work Order for Mehlburger Brawley Corporation for engineering services required for the design of construction of 12 inch Water Main Project at Taylor Industrial Park. *(David Medley, Utilities Director)*

Executive Summary

Motion to approve and authorize the Mayor to sign the work order for Mehlburger Brawley to complete engineering services required for Taylor Industrial Park Water Main Improvements for an estimated fee of \$38,900 upon review and approval of by the City Attorney's Office.

A motion was made by Councilman Garvin and seconded by Vice-Mayor Browne to authorize the Mayor to sign the work order for Mehlburger Brawley to complete engineering services required for Taylor Industrial Park Water Main Improvements for an estimated fee of \$38,900 upon review and approval of by the City Attorney's Office.

Before the vote, there was discussion regarding the capacity of the new line, when the current line had been installed, what type of material the current line was and what the new line would be, how long the new lines useful life would be and notifying the businesses in the Industrial Park about the construction.

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

AYE: Councilman Karr, Garvin, Smith, Harrison, Browne & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

22. Consider, and act upon a Work Order for Mehlburger Brawley Corporation for engineering services required for the design of construction of an 8 inch Water Main Project to Lot B-2 at Taylor Industrial Park. (*David Medley, Utilities Director*)

Executive Summary

Motion to approve and authorize the Mayor to sign the work order for Mehlburger Brawley to complete engineering services required for Taylor Industrial Park 8 Inch Water Main to Lot B-2 for an estimated fee of \$19,500 upon review and approval of by the City Attorney's Office.

A motion was made by Councilman Harrison and seconded by Vice-Mayor Browne to authorize the Mayor to sign the work order for Mehlburger Brawley to complete engineering services required for Taylor Industrial Park 8 Inch Water Main to Lot B-2 for an estimated fee of \$19,500 upon review and approval of by the City Attorney's Office.

Before the vote, there was discussion concerning the verbal agreement with Hampel Oil to pay the material cost of the project estimated at \$45,050.00, the company's plans to construct a bulk plant in the Industrial Park, getting an agreement in writing, if the City's Engineering Department could perform this service and not proceed with the project until a signed agreement is received from Hampel Oil.

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

AYE: Councilman Smith, Harrison, Browne, Karr, Garvin & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried.

23. Consider and act upon, authorizing the Mayor to sign a Right of Way and Easement between the City of McAlester and Public Service Company of Oklahoma, a unit of American Electric Power, 1 Riverside Plaza Columbus, OH 43215. (*Peter J. Stasiak, City Manager*)

Executive Summary

Motion to authorize Mayor to sign Right of Way and Easement to relocate a PSO transmission line.

A motion was made by Vice-Mayor Browne and seconded by Councilman Harrison to authorize the Mayor to sign a Right of Way and Easement between the City of McAlester and PSO to relocate a PSO transmission line.

Before the vote, Mr. Ervin commented regarding the removal of the following sentence from the last page of the agreement "The failure of Grantee to exercise any of the rights granted herein, or the removal of any facilities from the Easement, shall not be deemed to constitute an abandonment or waiver of the rights granted herein." and incorporating other recommendations that has been made by the City Attorney's Office.

Mayor Priddle moved to amend the agreement to strike the first line on the signature page from the words "The failure of Grantee to granted herein", and make the vote subject to that change. The motion was seconded by Vice-Mayor Browne. There was no further discussion, and the vote was taken as follows:

AYE: Councilman Harrison, Browne, Karr, Garvin, Smith & Mayor Priddle  
NAY: None

Mayor Priddle declared the motion carried.

24. Consider and act upon a Resolution of the City of McAlester supporting the development of a regional retail commercial shopping center to be located along the U.S. Highway 69 bypass corridor within the City of McAlester and declaring such development to be for the benefit of the City of McAlester and the southeast Oklahoma region. (*Councilman Steve Harrison*)

#### Executive Summary

Motion to approve and act upon a Resolution of the City of McAlester supporting the development of a regional retail commercial shopping center to be located along the U.S. Highway 69 bypass corridor within the City of McAlester and declaring such development to be for the benefit of the City of McAlester and the southeast Oklahoma region.

A motion was made by Councilman Harrison and seconded by Councilman Smith to approve RESOLUTION NO. 11-15, supporting the development of a regional retail commercial shopping center to be located along the U.S. Highway 69 bypass corridor within the City of McAlester and declaring such development to be for the benefit of the City of McAlester and the southeast Oklahoma region.

Councilman Harrison commented that he wanted the City to be proactive with retail development but this did not commit the City to anything.

Councilman Garvin stated that he supported the resolution and hoped the rest of the Council would support it also. There was no further discussion, and the vote was taken:

AYE: Councilman Browne, Karr, Garvin, Smith, Harrison & Mayor Priddle  
NAY: None

Mayor Priddle declared the motion carried.

#### **New Business**

There was no new business.

#### **City Manager's Report**

Manager Stasiak commented about the amount of progress that had been made with tonight's agenda. It was phenomenal and the City was making great strides.

#### **Remarks and Inquiries by City Council**

Councilman Smith did not have any comments for the meeting.

Councilman Harrison thanked everyone that had voted.

Vice-Mayor Browne thanked all of the voters and mentioned that he had met with the new CEO of the hospital and it had been a good meeting.

Councilman Karr invited the Council to the Open House at Spirit Aerosystems on Saturday.

Councilman Garvin thanked the voters. He commented that the Old Town Festival had been a great success and he expressed his appreciation to the City employees for the clean up work that had been done prior to the Festival.

Mayor Priddle thanked the voters and commented that there had been a lot going on the past weekend. He mentioned the Pride In McAlester clean up that started last weekend and would continue the next weekend.

#### Recess Council Meeting

Mayor Priddle asked for a motion to recess the Regular Meeting to convene the Authorities. Councilman Karr moved to recess the Regular Meeting and convene the Authorities. The motion was seconded by Vice-Mayor Browne and the vote was taken as follows:

AYE: Councilman Karr, Garvin, Smith, Harrison, Browne & Mayor Priddle

NAY: None

Mayor Priddle declared the motion carried and the meeting was recessed at 8:09 P.M.

#### Reconvene Council Meeting

The Regular Meeting was reconvened at 8:13 P.M.

Councilman Harrison moved to recess the Regular meeting for an Executive Session to discuss negotiations concerning employees and employee groups: FOP in accordance with Title 25, Section 307.B.2 and for confidential communications between a public body and its attorney concerning a pending investigations, claims, or actions, more particularly: City of McAlester v. Randy Green, Case No. C-06-844; Mary Baird v. City of McAlester, Case No. C-09-244; Ida Jewel Martin v. McAlester Regional Health Center, et al., Case No. C-09-29; McAlester Economic Development v. Tandem Technologies, Case No. C-07-1403; Bravo Construction vs. City of McAlester (Pending in Arbitration); Morris v. City of McAlester 2010-CIV-200-FHS; McCormick vs. City of McAlester 2011-CIV-166; Kozel vs. City of McAlester CJ-2011-237 in accordance with Title 25, Section 307.B.4 and to discuss negotiations concerning employees and representatives of employee groups: IAFF in accordance with Title 25, Section 307.B.2. The motion was seconded by Vice-Mayor Browne. There was no discussion, and the vote was taken as follows:

AYE: Councilman Karr, Garvin, Smith, Harrison, Browne & Harrison

NAY: None

Mayor Priddle declared the motion carried and the meeting was recessed at 8:14 P.M.

Councilman Mason arrived at 8:15 P.M.

### **Executive Session**

- 1) Proposed executive session pursuant to Title 25, Sec. 307 (B) (2) to discuss negotiations concerning employees and representatives of employee groups: FOP
- 2) Proposed executive session pursuant to Title 25, Sec. 307 (B) (4) for Confidential communications between a public body and its attorney concerning a pending investigations, claims, or actions, more particularly: City of McAlester v. Randy Green, Case No. C-06-844; Mary Baird v. City of McAlester, Case No. C-09-244; Ida Jewel Martin v. McAlester Regional Health Center, et al., Case No. C-09-29; McAlester Economic Development v. Tandem Technologies, Case No. C-07-1403; Bravo Construction vs. City of McAlester (Pending in Arbitration); Morris v. City of McAlester 2010-CIV-200-FHS; McCormick vs. City of McAlester 2011-CIV-166; Kozel vs. City of McAlester CJ-2011-237.
- 3) Proposed executive session pursuant to Title 25, Sec. 307 (B) (2) to discuss negotiations concerning employees and representatives of employee groups: IAFF

### **Reconvene Council Meeting**

The Regular Meeting was reconvened at 9:17 P.M. Mayor Priddle reported that the Council had recessed the Regular Meeting for an Executive Session to discuss negotiations concerning employees and employee groups: FOP in accordance with Title 25, Section 307.B.2 and for confidential communications between a public body and its attorney concerning a pending investigations, claims, or actions, more particularly: City of McAlester v. Randy Green, Case No. C-06-844; Mary Baird v. City of McAlester, Case No. C-09-244; Ida Jewel Martin v. McAlester Regional Health Center, et al., Case No. C-09-29; McAlester Economic Development v. Tandem Technologies, Case No. C-07-1403; Bravo Construction vs. City of McAlester (Pending in Arbitration); Morris v. City of McAlester 2010-CIV-200-FHS; McCormick vs. City of McAlester 2011-CIV-166; Kozel vs. City of McAlester CJ-2011-237 in accordance with Title 25, Section 307.B.4 and to discuss negotiations concerning employees and representatives of employee groups: IAFF in accordance with Title 25, Section 307.B.2. Only those matters were discussed, no action was taken, and the Council returned to open session at 9:17 P.M., and this constituted the Minutes of the Executive Session.

Mayor Priddle moved to approve the contract with the Fraternal Order of Police (FOP) with the two (2) recommended changes which had been proposed subject to the signing of the contract by the FOP representatives prior to the Mayors signing. The motion was seconded by Councilman Mason.

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

AYE: Councilman Garvin, Mason, Smith, Harrison, Browne, Karr & Mayor Priddle  
NAY: None

Mayor Priddle declared the motion carried

Mayor Priddle moved to authorize and direct the filing of a declaratory judgment action in the District Court of Pittsburg County, Oklahoma against the IAFF to determine the issues related to the legal deficiencies and constitutionality of IAFF request to arbitrate the Collective Bargaining Agreement for FY 2010-2011. The motion was seconded by Councilman Harrison. There was no discussion, and the vote was taken as follows:

AYE: Councilman Mason, Smith, Harrison, Browne, Karr, Garvin, Mason & Mayor Priddle  
NAY: None

Mayor Priddle declared the motion carried.

### **Adjournment**

There being no further business to come before the Council, Councilman Harrison moved for the meeting to be adjourned, seconded by Vice-Mayor Browne.

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

AYE: Councilman Smith, Harrison, Browne, Karr, Garvin, Mason & Mayor Priddle  
NAY: None

Mayor Priddle declared the motion carried, and the meeting was adjourned at 9:19 P.M.

ATTEST:

\_\_\_\_\_  
Kevin E. Priddle, Mayor

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

**CLAIMS FROM**  
**OCTOBER 19, 2011**  
**THRU**  
**NOVEMBER 1, 2011**



PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1	MISC VENDOR					
	CORA MIDDLETON	I-20111013078	01 -5212331	EMPLOYEE TRAV CORA MIDDLETON: TRAVEL EXP	057285	196.65
	PARADISE DONUTS	I-522850	01 -5653202	OPERATING SUP REFRESHMENTS FOR TRAINING	057286	48.30
01-A00026	AT & T LONG DISTANCE					
		I-201110203028	01 -5215315	TELEPHONE UTI LONG DISTANCE SERVICE	057242	215.54
01-A00028	"A" PLUS LAWN SERVICE					
		I-11-01152	01 -5542308	CONTRACTED SE MONTHLY MOWING CONTRACT	057288	1,250.00
01-A00170	ADA PAPER CO.					
		I-333627	01 -5548203	REPAIRS & MAI JANITORIAL SUPPLIES	057290	239.58
		I-334048	01 -5548203	REPAIRS & MAI JANITORIAL SUPPLIES	057290	293.64
		I-334311	01 -5215202	OPERATING SUP COPY PAPER FOR ALL DEPTS	057290	505.95
01-A00362	ALLEGIANCE COMMUNICATIO					
		I-201110203023	01 -5865328	INTERNET SERV INTERNET - TRAFFIC CONTROL	057244	75.65
		I-201110203023	01 -5542328	INTERNET SERV INTERNET - PARKS	057244	75.65
		I-201110203023	01 -5548328	INTERNET SERV INTERNET - FACILITY MAINT	057244	75.65
		I-201110203023	01 -5431328	INTERNET SERV INTERNET - N FIRE STATION	057244	62.95
		I-201110203023	01 -5431328	INTERNET SERV INTERNET - FIRE STAT #2	057244	62.95
		I-201110263050	01 -5865328	INTERNET SERV INTERNET SVS-STREETS	057271	82.95
01-A00500	AMERICAN MUNICIPAL SERV					
		I-201110203030	01 -2105	COLLECTION AG COLLECTION FEES SEPT 2011	057246	7,138.00
01-A00751	ATWOODS					
		I-746/9	01 -5548202	OPERATING SUP MISC OPERATING SUPPLIES	057296	29.97
		I-749/9	01 -5548202	OPERATING SUP MISC OPERATING SUPPLIES	057296	7.49
01-B00180	BEMAC SUPPLY					
		I-S1622264.001	01 -5542203	REPAIRS & MAI PARTS TO REPAIR RESTROOMS	057300	407.91
		I-S1625358.001	01 -5544203	REPAIRS & MAI REP WATER LINE @ SB FIELD	057300	254.14
01-B00243	BIG V FEED					
		I-35989	01 -5322202	OPERATING SUP OPEN PO FOR DOG FOOD-A/C	057301	114.60
01-B00422	BOXER FENCE					
		I-11-01143	01 -5215250	CONTINGENCY - RECYCLE & FARMERS MKT	057283	3,500.00
01-C00010	C & B FORM SHOP					
		I-7657	01 -5211202	OPERATING SUP PURCHASE REQUISITION FORM	057303	383.78
01-C00047	C D W					
		I-ZWL7270	01 -5321316	REPAIRS & MAI RADIO RACK FOR S REPEATER	057304	23.82
		I-ZX5742	01 -5321202	OPERATING SUP	057304	5.20
		I-ZX5742	01 -5321316	REPAIRS & MAI RADIO RACK FOR S REPEATER	057304	326.07
		I-ZXN3964	01 -5321316	REPAIRS & MAI RADIO RACK FOR S REPEATER	057304	26.11

PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-C00275	CECIL E. WADE					
		I-11-01153	01 -5542308	CONTRACTED SE MONTHLY MOWING CONTRACT	057305	555.00
01-C00351	CHANDA R GRAHAM					
		I-11-01164	01 -5210302	CONSULTANTS/L LEGAL FEES-IAFF ARB.	057306	2,443.90
01-C00840	CRAWFORD & ASSOCIATES					
		I-6124	01 -5215302	CONSULTANTS AUDIT PREP FOR 2010-11 YR	057310	8,151.01
		I-6124	01 -5210302	CONSULTANTS/L AUDIT PREP & CONSULTANT	057310	5,104.94
		I-6124	01 -5215302	CONSULTANTS AUDIT PREP & CONSULTANT	057310	4,217.16
01-D00006	D & D ELEVATOR INC					
		I-11847	01 -5548317	ELEVATOR REPA MONTHLY MAINT ON ELEVATOR	057311	1,200.00
01-D00170	DAVIS PIPE & SUPPLY					
		I-S1212077.002	01 -5542203	REPAIRS & MAI CHRISTMAS LITE BULBS	057312	80.45
		I-S1214438.001	01 -5542203	REPAIRS & MAI CHRISTMAS TREE LIGHTS	057312	779.90
01-E00405	EXPRESS SERVICES, INC.					
		I-10143880-2	01 -5212308	CONTRACTED SE 2 DAYS OF RECEPTIONIST SV	057318	97.92
01-F00170	FIRST NATIONAL BANK					
		I-11/2011-#133	01 -5321510	LEASE PAYMENT LEASE #133	057320	5,185.00
01-F00201	FLAMECO FIRE & SAFETY,					
		I-16294	01 -5653213	SAFETY SUPPLI FIRE EXT SERVICE	057321	20.00
		I-16403	01 -5542203	REPAIRS & MAI REFILL FIRE EXTINGUISHERS	057321	75.00
01-F00371	LLOYD FIELDS					
		I-458714	01 -5544203	REPAIRS & MAI REPAIR WATER LEAK IN	057322	325.00
01-G00010	G & C RENTAL CENTER, IN					
		I-9898	01 -5865218	STREET REPAIR RENTAL FOR WALKBEHIND	057323	335.00
01-G00260	GEORGE HALIBURTON					
		I-430939	01 -5652318	ABATEMENTS CONTRACT MOWING	057325	396.00
01-G00490	GRISSOM IMPLEMENT INC					
		I-238120	01 -5542203	REPAIRS & MAI MISC PARTS FOR MOWERS	057326	148.28
		I-239152	01 -5542203	REPAIRS & MAI MISC PARTS FOR MOWERS	057326	22.45
		I-239843	01 -5542203	REPAIRS & MAI PARTS FOR WEED EATERS	057326	76.97
01-H00048	HAMPTON INN - STILLWATE					
		I-80951810	01 -5212331	EMPLOYEE TRAV TRAVEL EXP-FALL CONF	057328	308.88
01-H00075	HARRIS CONSTRUCTION SER					
		I-478892	01 -5865218	STREET REPAIR ASPHALT HAULING	057329	549.81
		I-478914	01 -5865218	STREET REPAIR ASPHALT HAULING	057329	1,399.92

PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-I00061	IKON OFFICE SOLUTIONS,					
		I-5021041240	01 -5321308	CONTRACTED SE METR READ; BASE CHARGE	057331	84.00
01-I00110	IMPRESS OFFICE SUPPLY					
		I-033115	01 -5321202	OPERATING SUP OPEN PO FOR MISC SUPPLIES	057332	20.90
		I-033123	01 -5321202	OPERATING SUP OPEN PO FOR MISC SUPPLIES	057332	10.98
		I-033136	01 -5321202	OPERATING SUP OPEN PO FOR MISC SUPPLIES	057332	94.81
		I-033141	01 -5211202	OPERATING SUP OPEN PO FOR SUPPLIES	057332	13.28
01-I00120	TYLER TECHNOLOGIES					
		I-201111013077	01 -5213336	FEES COURT SITE FEE SUPPORT	057333	200.00
		I-201111013077	01 -5225349	SOFTWARE MAIN IT NETWORK SUPPORT FEE	057333	200.00
01-J00340	JIM WOOD REFRIGERATION					
		I-11-13706	01 -5548203	REPAIRS & MAI ICE MACH REPAIRS-SR CITZ	057337	169.24
01-L00067	LABORATORY CONSULTANT S					
		I-031965	01 -5653348	DRUG TESTING/ MONTHLY DRUG TESTING	057340	185.40
01-L00380	LOCKE SUPPLY CO.					
		I-16305830-00	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	057341	60.48
		I-16379554-00	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	057341	40.44
		I-16397001-00	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	057341	18.33
01-L00428	LOWE'S CREDIT SERVICES					
		I-02125	01 -5548203	REPAIRS & MAI REPAIR & MAINT ITEMS AS	057342	84.07
		I-08133	01 -5548203	REPAIRS & MAI REPAIR & MAINT ITEMS AS	057342	12.73
		I-09296	01 -5542203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	057342	69.70
		I-10069	01 -5542203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	057342	34.64
		I-14140	01 -5542203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	057342	143.35
		I-909037	01 -5865203	REPAIR & MAIN MAINT ITEMS FOR T/C CREW	057342	196.08
		I-909327	01 -5548203	REPAIRS & MAI REPAIR & MAINT ITEMS AS	057343	22.57
		I-914529	01 -5542203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	057343	148.45
01-M00392	MIDWEST ARBORIST SUPPLI					
		I-0027481-IN	01 -5542203	REPAIRS & MAI SUPPLIES FOR PARKS CREWS	057347	362.64
01-M00470	MILLER BROTHERS ENTERPR					
		I-38553	01 -5542203	REPAIRS & MAI CEILING TILES FOR STIPE C	057348	6.94
		I-38822	01 -5542203	REPAIRS & MAI CEILING TILES FOR STIPE C	057348	108.58
01-M00609	MOTEL 6					
		I-156151	01 -5542316	REPAIRS & MAI TRAVEL EXP-SEMINAR	057350	39.99
01-MC0140	MCALESTER PAINT & SUPPL					
		I-068517	01 -5543203	REPAIRS & MAI POOL CHEMICALS NEEDED	057353	77.96
		I-070699	01 -5542203	REPAIRS & MAI PAINT FOR PLAYGROUND EQUI	057353	76.64
01-N00250	MCALESTER NEWS CAPITAL					

PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-N00250	MCALISTER NEWS CAPITAL	continued				
		I-05602729	01 -5212317	ADVERTISING & OPEN PO FOR COUNCIL	057354	310.36
		I-05603612	01 -5212317	ADVERTISING & COUNCIL PUBLICATIONS	057354	15.45
01-N00343	NORTHERN SAFETY CO INC					
		I-P313466201010	01 -5865203	REPAIR & MAIN CAUTION TAPE NEEDED	057355	491.87
		I-P313466201010	01 -5865218	STREET REPAIR CAUTION TAPE NEEDED	057355	481.76
		I-P313564301019	01 -5865204	SMALL TOOLS RUBBER BOOTS-RAIN SUITS	057355	155.47
01-O00345	OKLA DEPT OF LABOR					
		I-20120353-54	01 -5548203	REPAIRS & MAI HWT INSPECTION	057365	10.00
01-O00413	OKLA STATE UNIVERSITY					
		I-11-01082	01 -5542206	CHEMICALS MANUAL-PESTICIDE APP TEST	057366	60.00
01-O00415	OKLA STATE UNIVERSITY					
		I-11-01113 CONF FEE	01 -5542331	EMPLOYEE TRAV TREE CARE CONF FEES	057367	110.00
01-O00520	OIL-OK INDEPENDENT LIVI					
		I-10312011-2010/2011	01 -5101355	OIL-OK FOR IN CONTRACT WITH OIL	057368	1,840.00
01-O00530	OML-OK MUNICIPAL LEAGUE					
		I-042955	01 -5210330	DUES & SUBSCR 2011 CODE BOOK UPDATES	057369	30.50
		I-042955	01 -5212330	DUES & SUBSCR 2011 CODE BOOK UPDATES	057369	30.50
		I-042969	01 -5101331	EMPLOYEE TRAV REGISTRATION FEES	057369	85.00
		I-043036	01 -5101331	EMPLOYEE TRAV DIST DINNER REGISTRATION	057369	90.00
		I-043036	01 -5210331	EMPLOYEE TRAV DIST DINNER REGISTRATION	057369	30.00
		I-043036	01 -5212331	EMPLOYEE TRAV DIST DINNER REGISTRATION	057369	30.00
01-P00242	PETER STASIAK					
		I-201111013076	01 -5210331	EMPLOYEE TRAV TRAVEL EXP-OKPERA LABOR REL.	057371	165.21
01-P00250	PETTY CASH					
		I-201110263048	01 -5321331	EMPLOYEE TRAV TRAVEL EXP-SCHOOL IN OKC	057272	20.06
		I-201110263048	01 -5653215	AWARDS PROGRA EMP OF MONTH SAV BOND	057272	25.00
		I-201110263048	01 -5653215	AWARDS PROGRA AWARDS FOR DINNER	057272	167.98
		I-201110263048	01 -5653215	AWARDS PROGRA DESERTS FOR DINNER	057272	327.00
		I-201110263048	01 -5865331	EMPLOYEE TRAV OTEA FALL CONF FEE	057272	25.00
		I-201110263048	01 -5321306	INFORMANTS DRUG INFORMANT PMT	057272	500.00
		I-201110263048	01 -5215202	OPERATING SUP SEASONAL DECORATIONS-LOBBY	057272	49.93
		I-201110263048	01 -5431207	CLOTHING ALLO UNIFORM EXP-FIRE	057272	30.00
		I-201110263048	01 -5652331	EMPLOYEE TRAV TRAVEL EXP-CODE ENF. CONF.	057272	9.63
		I-201110263048	01 -5652331	EMPLOYEE TRAV TRAVEL EXP-CODE ENF. CONF.	057272	10.18
		I-201110263048	01 -5653202	OPERATING SUP SAFETY LUNCH MTG SUPPLIES	057272	75.20
01-P00310	PITNEY BOWES INC					
		I-3127966-OT11	01 -5215312	EQUIPMENT REN LEASE FEES	057372	1,283.99
01-P00340	PITTS. COUNTY ELEC. BOA					

PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-P00340	PITTS. COUNTY ELEC. BOA	continued				
	I-SPEC ELE 10/11/11	01 -5101350	ELECTIONS	EST. ELECTION COSTS FOR	057373	2,881.91
01-P00350	PB COUNTY TAG AGENCY					
	I-11-01090	01 -5544202	OPERATING SUP	ADDN'L FEE FOR GATOR @SBC	057374	11.00
01-P00560	PUBLIC SERVICE/AEP					
	I-201110203024	01 -5215313	ELECTRIC UTIL	ELECTRIC - STREET LIGHTS	057249	11,898.88
	I-201110263049	01 -5215313	ELECTRIC UTIL	ELECT UTIL EXP-KOMAR PARK	057273	38.86
	I-201110263049	01 -5215313	ELECTRIC UTIL	ELECT UTIL EXP-KOMAR PARK PAV	057273	60.78
	I-201110263049	01 -5215313	ELECTRIC UTIL	ELECT UTIL EXP-PD/NARC	057273	168.31
	I-201110263049	01 -5215313	ELECTRIC UTIL	ELECT UTIL EXP-FIRE EMER RES C	057273	764.87
01-R00050	RADIO SHACK					
	I-016116	01 -5544202	OPERATING SUP	WEATHER BAND RADIO	057377	69.99
01-R00389	RITA G SIEGEL, LLC					
	I-11-01163	01 -5214302	CONSULTANTS	LEGAL FEES-MORRIS	057379	1,297.88
01-S00009	SADLER PAPER CO					
	I-38321	01 -5542203	REPAIRS & MAI	SUPPLIES	057380	923.61
01-S00726	STAPLES ADVANTAGE					
	I-85312	01 -5212202	OPERATING SUP	OFFICE SUPPLIES AS NEEDED	057386	87.96
	I-87438	01 -5210202	OPERATING SUP	OPEN PO FOR SUPPLIES	057386	213.32
01-S00896	STONE ELECTRIC					
	I-0171	01 -5544308	CONTRACT LABO	EMER REPAIR OF SCOREBOARD	057387	720.00
01-S00913	STRATEGIC GOVERNMENT RE					
	I-5679	01 -5215310	EDUCATION PRO	ETHICS & BULLYING SEMINAR	057388	4,000.00
01-S00921	SUCK-IT-UP CLEAN					
	I-046625	01 -5542316	REPAIRS & MAI	CLEAR CARPETS AT STIPE	057389	200.00
01-T00010	T. H. ROGERS LUMBER CO.					
	I-444149	01 -5548203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057390	42.85
	I-444972	01 -5542203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057390	59.67
01-T00589	TOTAL RADIO					
	I-83218	01 -5321316	REPAIRS & MAI	EMER REPAIRS TO S REPEATE	057392	638.75
01-T00630	TWIN CITIES READY MIX					
	I-60061	01 -5865218	STREET REPAIR	MISC CONCRETE POURS	057393	2,707.50
	I-60127	01 -5865218	STREET REPAIR	MISC CONCRETE POURS	057393	2,594.69
	I-60243	01 -5865218	STREET REPAIR	MISC CONCRETE POURS	057393	631.75
	I-60244	01 -5865218	STREET REPAIR	MISC CONCRETE POURS	057393	902.50
	I-60583	01 -5865218	STREET REPAIR	MISC CONCRETE POURS	057393	180.50

PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-U00128	UNITED PACKAGING & SHIP					
	I-94604	01 -5544203	REPAIRS & MAI	POSTAGE FEES	057395	23.86
01-W00040	WALMART COMMUNITY BRC					
	I-00742	01 -5542203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057398	56.70
	I-01035	01 -5431202	OPERATING SUP	MISC SUPPLIES NEEDED	057398	138.31
	I-01667	01 -5542203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057398	59.70
	I-04619A	01 -5653202	OPERATING SUP	REFRESHMENTS FOR TRAINING	057398	29.55
	I-08638	01 -5431202	OPERATING SUP	MISC SUPPLIES NEEDED	057398	84.48
	I-08687	01 -5431202	OPERATING SUP	MISC SUPPLIES NEEDED	057398	43.14
	I-09801	01 -5542203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057398	69.88
01-W00078	WARREN CLINIC INC					
	I-175866	01 -5653213	SAFETY SUPPLI	OPEN PO-SAFETY GLASSES	057399	114.00
01-W00270	WHITE ELECTRICAL SUPPLY					
	I-S1395851.001	01 -5542203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057403	119.09
	I-S1400989.001	01 -5542203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057403	26.96
	I-S1402816.001	01 -5548203	REPAIRS & MAI	MISC ELECT SUPPLIES AS	057403	131.81
	I-S1403613.001	01 -5548203	REPAIRS & MAI	MISC ELECT SUPPLIES AS	057403	21.91
	I-S1403763.001	01 -5548203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057403	32.13
	I-S1404287.001	01 -5548203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057403	7.31
	I-S1404495.001	01 -5548203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057403	115.69
	I-S1404784.001	01 -5548203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057403	171.00
	I-S1405022.001	01 -5321316	REPAIRS & MAI	ELEC SUPPLIES FOR BLDG	057403	399.23
	I-S1405104.001	01 -5548203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057403	94.19
	I-S1405250.001	01 -5548203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	057403	23.33
01-X00020	XEROX CORP-MAJOR ACCOUN					
	I-800583737	01 -5215312	EQUIPMENT REN	COPY MACHINE LEASES	057406	1,867.53
FUND 01 GENERAL FUND						TOTAL: 90,542.81

PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 02 MPWA

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====							
01-A00103	ACCURATE LABS & MINING						
		I-1J11060	02	-5974304	LAB TESTING MONTHLY LAB TESTING	057289	115.00
		I-1J11061	02	-5974304	LAB TESTING MONTHLY LAB TESTING	057289	90.00
		I-1J11069	02	-5974304	LAB TESTING MONTHLY LAB TESTING	057289	430.00
		I-1J11099	02	-5974304	LAB TESTING MONTHLY LAB TESTING	057289	252.00
		I-1J18015	02	-5974304	LAB TESTING MONTHLY LAB TESTING	057289	126.00
		I-1J25008	02	-5974304	LAB TESTING MONTHLY LAB TESTING	057289	126.00
01-A00170	ADA PAPER CO.						
		I-330167	02	-5975202	OPERATING SUP OFFICE SUPPLIES FOR UTM	057290	386.27
		I-330167-1	02	-5975202	OPERATING SUP OFFICE SUPPLIES FOR UTM	057290	93.85
		I-330168-1	02	-5974316	REPAIRS & MAI SHOP SUPPLIES FOR WTP	057290	35.95
		I-334311	02	-5267202	OPERATING SUP COPY PAPER FOR ALL DEPTS	057290	505.95
01-A00267	AIRGAS						
		I-106958825	02	-5974203	REPAIRS & MAI OPEN PO FOR MONTHLY FEES	057291	55.56
		I-106958827	02	-5973203	REPAIRS & MAI OPEN PO FOR MONTHLY	057291	71.85
01-A00272	ALDERSON REGIONAL LANDF						
		I-003844 374	02	-5864308	CONTRACTED LA LANDFILL ROLL-OFF FEES	057292	4,329.66
		I-003866 374	02	-5864308	CONTRACTED LA LANDFILL ROLL-OFF FEES	057292	4,222.98
01-A00362	ALLEGIANCE COMMUNICATIO						
		I-201110203023	02	-5975328	INTERNET SERV INTERNET - UTM OFFICE	057244	62.95
01-A00423	ALLIED WASTE SERVICES O						
		I-201110203031	02	-5866306	CONTRACTED RE WASTE SVS FEES FOR SEPT 2011	057245	141,771.53
		I-201110203031	02	-5866306	CONTRACTED RE CREDIT FOR BAD DEBTS	057245	550.59-
01-A00430	ALTIVIA						
		I-211077	02	-5974206	CHEMICALS ALUM FOR WTP USE	057294	3,353.35
		I-211166	02	-5974206	CHEMICALS CAUSTIC FOR WTP	057294	5,505.45
01-A00582	AT&T						
		I-201110203026	02	-5267315	TELEPHONE UTI INTERNET AT CITY HALL	057247	875.20
01-A00751	ATWOODS						
		I-722/9	02	-5974203	REPAIRS & MAI REPAIR ITEMS AS NEEDED	057296	126.22
		I-724/9	02	-5974203	REPAIRS & MAI REPAIR ITEMS AS NEEDED	057296	64.55
		I-739/9	02	-5974203	REPAIRS & MAI REPAIR ITEMS AS NEEDED	057296	42.92
01-A00770	AUTO PARTS CO						
		I-892914	02	-5974203	REPAIRS & MAI MISC PARTS AS NEEDED	057297	128.58
		I-893186	02	-5974203	REPAIRS & MAI MISC PARTS AS NEEDED	057297	39.51
01-B00180	BEMAC SUPPLY						
		I-S1618676.001	02	-5973203	REPAIRS & MAI SUPPLIES FOR BOTH PLANTS	057300	123.08
		I-S1622584.001	02	-5975230	SEWER MAIN RE MISC REPAIR & MAINT ITEMS	057300	31.27
		I-S1622723.001	02	-5974203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	057300	91.70

PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 02 MPWA

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-B00180	BEMAC SUPPLY			continued		
		I-S1623040.001	02 -5975230	SEWER MAIN RE MISC REPAIR & MAINT ITEMS	057300	19.20
		I-S1623548.001	02 -5973203	REPAIRS & MAI SUPPLIES FOR BOTH PLANTS	057300	68.49
01-B00491	BRENNTAG SOUTHWEST					
		I-BSW283884	02 -5974206	CHEMICALS POWDER ACTIVATED CARBON	057302	2,668.00
		I-BSW284397	02 -5974206	CHEMICALS CHLORINE FOR WTP	057302	3,308.40
01-C00669	CONTINENTAL RESEARCH CO					
		I-359791-CRC-1	02 -5973203	REPAIRS & MAI BACTO DOSE & WEED KILLER	057309	1,371.21
01-C00840	CRAWFORD & ASSOCIATES					
		I-6124	02 -5267302	CONSULTANTS AUDIT PREP FOR 2010-11 YR	057310	8,863.52
		I-6124	02 -5267302	CONSULTANTS AUDIT PREP & CONSULTANT	057310	4,217.16
01-D00322	DEPT. OF ENVIR. QUALITY					
		I-3RD QTR 2011	02 -5864329	DEQ FEES 3RD QTR REPORT FEE	057275	110.55
01-D00540	DOLESE BROTHERS					
		I-RM11057816	02 -5975218	STREET REPAIR CONCRETE AS NEEDED FOR	057314	430.00
		I-RM11058038	02 -5975218	STREET REPAIR CONCRETE FOR STREET	057314	651.35
		I-RM11059203	02 -5975218	STREET REPAIR CONCRETE FOR STREET	057314	860.00
01-D00760	DUNCAN EQUIPMENT CO.					
		I-4163854	02 -5974316	REPAIRS & MAI PUMP FOR KFC PUMP STAT.	057315	5,253.00
01-E00265	ERM1 ENVIRONMENTAL LABS					
		I-1105044	02 -5973304	LAB TESTING MONTHLY TESTING FEES	057317	54.47
		I-1105369	02 -5973304	LAB TESTING MONTHLY TESTING FEES	057317	189.47
		I-1105370	02 -5973304	LAB TESTING MONTHLY TESTING FEES	057317	135.00
01-F00037	FASTENAL					
		I-OKMCA100545	02 -5973203	REPAIRS & MAI MISC SUPPLIES AS NEEDED	057319	99.07
		I-OKMCA101035	02 -5973203	REPAIRS & MAI MISC SUPPLIES AS NEEDED	057319	32.58
		I-OKMCA99745	02 -5973203	REPAIRS & MAI MISC SUPPLIES AS NEEDED	057319	98.70
01-F00170	FIRST NATIONAL BANK					
		I-11/2011-#134	02 -5864510	LEASE PAYMENT CATERPILLAR & COMPACTOR	057320	8,524.37
01-G00010	G & C RENTAL CENTER, IN					
		I-9897	02 -5975218	STREET REPAIR RENTAL ON ASPHALT ROLLER	057323	612.00
01-H00016	HD WATERWORKS					
		I-3735800	02 -5975235	WATER MAIN RE PIPE AND FITTINGS NEEDED	057327	6,879.37
01-I00020	I B T, INC					
		I-5682590	02 -5974203	REPAIRS & MAI PUMP HUB FOR #3 PUMP	057330	454.47
01-I00110	IMPRESS OFFICE SUPPLY					



PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 02 MPWA

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-I00110	IMPRESS OFFICE SUPPLY		continued			
		I-033049	02 -5972202	OPERATING SUP OPEN PO FOR PAPER &	057332	40.14
		I-033087	02 -5974203	REPAIRS & MAI MISC OFFICE SUPPLIES NEED	057332	67.82
01-I00120	TYLER TECHNOLOGIES					
		I-201111013077	02 -5216336	FEEES UTIL BILL & COLL ONLINE FEE	057333	293.16
01-I00140	INDIAN NATION WHOLESALE					
		I-5492033	02 -5267202	OPERATING SUP BREAK ROOM SUPPLIES	057334	54.13
01-K00210	KIAMICHI ELECTRIC COOP.					
		I-201110203022	02 -5267313	ELECTRIC UTIL ELECTRIC FOR HEREFORD LN	057248	421.64
01-K00225	KI BOIS COMMUNITY ACTIO					
		I-11-00782	02 -5866307	CONTRACTED RE LABOR FOR RECYCLE CENTER	057339	1,882.50
01-L00428	LOWE'S CREDIT SERVICES					
		I-01950	02 -5974203	REPAIRS & MAI MISC REPAIR ITEMS AS NEED	057342	44.87
		I-09291	02 -5974203	REPAIRS & MAI MISC SUPPLIES FOR WTP	057342	20.21
		I-09733	02 -5974203	REPAIRS & MAI MISC SUPPLIES FOR WTP	057342	258.90
		I-09958	02 -5974203	REPAIRS & MAI MISC SUPPLIES FOR WTP	057342	63.55
		I-11951	02 -5975230	SEWER MAIN RE MISC REPAIR & MAINT	057342	11.88
		I-12175	02 -5975230	SEWER MAIN RE MISC REPAIR & MAINT	057342	6.23
		I-13822	02 -5973316	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	057342	37.88
		I-83303	02 -5974203	REPAIRS & MAI MISC SUPPLIES FOR WTP	057342	220.92
		I-909276	02 -5974203	REPAIRS & MAI MISC SUPPLIES FOR WTP	057343	93.45
		I-909406	02 -5974203	REPAIRS & MAI MISC SUPPLIES FOR WTP	057343	108.24
		I-909455	02 -5974203	REPAIRS & MAI MISC REPAIR ITEMS AS NEED	057343	35.87
		I-909566	02 -5974203	REPAIRS & MAI REPAIR & MAINT ITEMS	057343	65.48
		I-912117	02 -5974203	REPAIRS & MAI MISC SUPPLIES FOR WTP	057343	112.19
01-L00429	LOVE BOTTLING CO.					
		I-8100993	02 -5973304	LAB TESTING WATER FOR TESTING	057344	20.25
01-M00304	MESHEK & ASSOC. INC					
		I-001	02 -5973302	CONSULTANTS ( STORM WATER PREVENTION	057346	10,979.85
01-M00532	MISTY VALLEY WATER CO.					
		I-68294	02 -5866230	RECYCLING CEN OPEN PO FOR WATER FOR	057349	43.51
01-M00610	MOTION INDUSTRIES, INC.					
		I-OK03-291281	02 -5974203	REPAIRS & MAI BEARINGS FOR GEAR BOX	057351	203.88
01-O00275	OKLA DEPT OF COMMERCE					
		I-11/2011-#8908	02 -5267521	CDBG LOAN #89 CDBG - EDIF #8908	057364	1,145.83
01-P00250	PETTY CASH					
		I-201110263048	02 -5871331	EMPLOYEE TRAV OTEA FALL CONF FEE	057272	25.00

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VENDOR SET: 01

FUND : 02 MPWA

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-P00560	PUBLIC SERVICE/AEP					
		I-201110203024	02 -5267313	ELECTRIC UTIL ELECTRIC - 309 E POLK	057249	628.50
		I-201110203024	02 -5267313	ELECTRIC UTIL ELECTRIC - 1100 N 3RD ST	057249	88.01
01-S00234	SHARE CORPORATION					
		I-790772	02 -5973203	REPAIRS & MAI ENZYMESFOR FOR W PLANT	057383	280.00
		I-790913	02 -5973203	REPAIRS & MAI CHAIN LUBE FOR AERATORS	057383	211.80
01-S00530	SOUTHWEST CHEMICAL SERV					
		I-91361	02 -5974206	CHEMICALS POLYMER FOR WTP USE	057384	2,688.00
		I-93034	02 -5974206	CHEMICALS POLYMER FOR WTP	057384	2,688.00
01-S00580	AT & T					
		I-201110203027	02 -5267315	TELEPHONE UTI MPWA	057250	2,378.55
		I-201110203027	02 -5267315	TELEPHONE UTI DATA LINE	057250	64.80
01-S00726	STAPLES ADVANTAGE					
		I-16238	02 -5974203	REPAIRS & MAI OFFICE SUPPLIES FOR DEQ	057386	103.92
		I-83539	02 -5973203	REPAIRS & MAI OFFICE SUPPLIES FOR WWM	057386	144.06
		I-85236	02 -5974203	REPAIRS & MAI OFFICE SUPPLIES FOR DEQ	057386	81.98
		I-85668	02 -5972202	OPERATING SUP OFFICE SUPPLIES NEEDED	057386	28.07
		I-86804	02 -5974203	REPAIRS & MAI OFFICE SUPPLIES FOR DEQ	057386	59.96
		I-92620	02 -5975202	OPERATING SUP PRINTER/FAX FOR UTM OFFIC	057386	317.36
01-T00494	TRAFFIC ENGINEERING CON					
		I-8036	02 -5871302	CONSULTANTS PROFESSIONAL SERVICES	057391	2,500.00
		I-8037	02 -5871302	CONSULTANTS PROFESSIONAL SERVICES	057391	2,500.00
01-T00630	TWIN CITIES READY MIX					
		I-60997	02 -5975218	STREET REPAIR CONCRETE FOR STREET	057393	1,440.00
		I-60998	02 -5975218	STREET REPAIR CONCRETE FOR STREET	057393	720.00
01-U00051	UTILITY SUPPLY CO.					
		I-055631	02 -5975230	SEWER MAIN RE REPAIR & MAINT ITEMS FOR	057394	308.34
		I-055632	02 -5975235	WATER MAIN RE PIPE AND REPAIR CLAMPS	057394	1,759.75
		I-055633	02 -5975235	WATER MAIN RE NEW FIRE HYDRANTS - UTM	057394	1,500.00
		I-055634	02 -5975230	SEWER MAIN RE REPAIR & MAINT ITEMS FOR	057394	111.50
		I-055635	02 -5975230	SEWER MAIN RE REPAIR & MAINT ITEMS FOR	057394	329.52
		I-055872	02 -5975230	SEWER MAIN RE REPAIR & MAINT ITEMS FOR	057394	495.75
		I-055873	02 -5975230	SEWER MAIN RE REPAIR & MAINT ITEMS FOR	057394	65.28
		I-055927	02 -5975211	WATER METERS WATER METERS	057394	516.00
		I-055928	02 -5975211	WATER METERS WATER METERS	057394	385.90
		I-055929	02 -5975235	WATER MAIN RE FULL CIRCLE CLAMPS	057394	2,883.00
01-U00128	UNITED PACKAGING & SHIP					
		I-102007	02 -5973316	REPAIRS & MAI OPEN PO FOR SHIPPING	057395	27.67
01-V00082	VERONICA BOATRIGHT					
		I-012	02 -5216302	CONSULTANTS CONSULTING FEES-12 MONTHS	057396	450.00

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VENDOR SET: 01

FUND : 02 MPWA

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-W00130	WATER PRODUCTS					
	I-0884288-IN	02 -5975235	WATER MAIN RE GATE VALVES & PARTS	057400	1,890.00	
01-W00270	WHITE ELECTRICAL SUPPLY					
	I-S1382870.001	02 -5973203	REPAIRS & MAI MISC SUPPLIES FOR WWM	057403	20.52	
	I-S1403711.001	02 -5973203	REPAIRS & MAI MISC SUPPLIES FOR WWM	057403	242.97	
	I-S1404688.001	02 -5973203	REPAIRS & MAI MISC SUPPLIES FOR WWM	057403	4.98	
01-W00465	WORTH HYDROCHEM OF OKLA					
	I-4177IN2	02 -5974316	REPAIRS & MAI TELEMETRY FOR WATER TWR	057405	4,906.00	
			FUND 02 MPWA	TOTAL:	256,484.74	

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PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 03 AIRPORT AUTHORITY

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-F00170	FIRST NATIONAL BANK					
		I-11/2011-#119817	03 -5876511	FNB LOAN #119 LOAN #119817 - AIRPORT AUTH	057320	2,510.00
01-W00269	WHITES TRACTORS					
		I-396350	03 -5876203	REPAIRS & MAI PARTS FOR TRACTOR REPAIR	057402	27.00
			FUND	03 AIRPORT AUTHORITY	TOTAL:	2,537.00

PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 08 NUTRITION

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-A00276	A LEROY DICK					
		I-201111013075	08 -5549308	CONTRACT SERV MILEAGE REIMB FOR MEAL DEL	057293	82.14
01-D00213	DEBBIE COMPTON					
		I-201111013080	08 -5549308	CONTRACT SERV CONTRACT MEAL DELIVERY	057313	105.00
		I-201111013085	08 -5549308	CONTRACT SERV REIMB MILEAGE FOR MEAL DEL	057313	93.24
01-E00207	EMMA E. BELLIS					
		I-201111013073	08 -5549308	CONTRACT SERV CONTRACT MEAL DELIVERY	057316	90.00
		I-201111013074	08 -5549308	CONTRACT SERV MILEAGE REIMB FOR MEAL DEL	057316	66.60
01-S00580	AT & T					
		I-201110263051	08 -5549315	TELEPHONE UTI PHONE UTIL EXP-NUTRITION	057274	139.17
				FUND 08 NUTRITION	TOTAL:	576.15

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PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 09 LANDFILL RES./SUB-TITLE D

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-A00745	ALFA- ASSOC FOR LANDFIL	I-386	09 -5864327	SUB TITLE D E 2ND QTR PARTICIPATION FEE	057295	3,281.00
			FUND	09 LANDFILL RES./SUB-TITLE DTOTAL:		3,281.00

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PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 16 STATE FORFEITURE FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-T00589	TOTAL RADIO					
		I-82530	16 -5323401	CAPITAL OUTLA 100 WATT DIGITAL REPEATER	057392	10,162.85
		I-82531	16 -5323401	CAPITAL OUTLA LABOR & MATERIALS	057392	5,704.85
			FUND 16	STATE FORFEITURE FUND	TOTAL:	15,867.70

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PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 27 TOURISM FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-G00054	GP DESIGNS					
		I-6868	27 -5655401	CAPITAL OUTLA CHRISTMAS DECORATIONS	057324	1,495.00
01-MC0134	MCALESTER MAIN STREET					
		I-10312011-2010/2011	27 -5655353	MAIN STREET P CONTRACT WITH MCALESTER MAIN S	057352	1,050.00
01-P00450	PRIDE IN MCALESTER					
		I-10312011-2010-2011	27 -5655352	MISC PRIDE IN CONTRACT WITH PRIDE IN McALEST	057375	2,300.00
			FUND	27 TOURISM FUND	TOTAL:	4,845.00



PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 28 SE EXPO CENTER

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1	MISC VENDOR					
	CRESTLINE	I-H151693400023-A	28 -5654317	ADVERTISING & PRIZES FOR OML EVENT	057287	14.75
01-A00751	ATWOODS					
		I-744/9	28 -5654203	REPAIR & MAIN TABLE CART WHEELS	057296	57.94
01-D00006	D & D ELEVATOR INC					
		I-11846	28 -5654316	REPAIRS & MAI MONTHLY ELEVATOR MAINT	057311	400.00
01-000534	OKLA TODAY					
		I-238-091011-081911	28 -5654317	ADVERTISING & EVENT ADVERTISING	057370	498.00
01-S00190	SECURITY SYS. & ENG. IN					
		I-27266	28 -5654316	REPAIRS & MAI FIRE ALARM MONITORING FEE	057382	625.00
01-S00710	STANDARD MACHINE LLC					
		I-222234	28 -5654203	REPAIR & MAIN METAL FOR TABLE CART	057385	72.80
01-W00040	WALMART COMMUNITY BRC					
		I-01842	28 -5654210	CONCESSION SU OPEN PO FOR CONCESSION	057398	63.81
01-W00270	WHITE ELECTRICAL SUPPLY					
		I-S1406137.001	28 -5654203	REPAIR & MAIN BALLAST FOR LIGHTS	057404	99.00
			FUND 28 SE EXPO CENTER	TOTAL:		1,831.30

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PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 29 E-911

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-A00033	AT&T					
		I-201110203025	29 -5324401	CAPITAL OUTLA 911 EQUIPMENT LEASE	057243	2,403.33
01-I00203	INTERACT					
		I-PA004541	29 -5324308	CONTRACTED SE MAP MAINT PKG FOR 911	057335	8,800.00
			FUND	29 E-911	TOTAL:	11,203.33

PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 30 ECONOMIC DEVELOPMENT

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-M00270	MPOWER ECONOMIC DEVELOP					
		I-10312011-2010-2011	30 -5211360	ECONOMIC DEVE MPOWER ECONOMIC DEV	057345	15,389.41
01-MC0134	MCALESTER MAIN STREET					
		I-10312011-2010/2011	30 -5211353	MAIN STREET P CONTRACT WITH MCALESTER MAIN S	057352	1,050.00
01-N00347	MEHLBURGER BRAWLEY, INC					
		I-MC-11-05-01	30 -5211405	8 INCH WATER 8" WATER MAIN PROJECT	057356	4,140.00
01-O00275	OKLA DEPT OF COMMERCE					
		I-11/2011-#12248	30 -5211510	CDBG / EDIF D CDBG - EDIF CONT #12248	057363	282.50
01-P00450	PRIDE IN MCALESTER					
		I-10312011-2010-2011	30 -5211352	MISC PRIDE IN CONTRACT WITH PRIDE IN McALEST	057375	2,300.00
				FUND 30 ECONOMIC DEVELOPMENT TOTAL:		23,161.91

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PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 33 CDBG GRANTS FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-N00347	MEHLBURGER BRAWLEY, INC					
	I-MC-10-03-05	33 -5871405	CAPITAL OUTLA ENG FEES 2009 WTR & SEWER		057356	1,703.00
01-W00006	W. BROWN ENTERPRISES, I					
	I-PMT #1	33 -5871405	CAPITAL OUTLA 2009 WATER & SEWER IMP.		057397	49,860.00
			FUND 33 CDBG GRANTS FUND	TOTAL:		51,563.00

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VENDOR SET: 01

FUND : 35 FLEET MAINTENANCE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-A00770	AUTO PARTS CO					
		C-893310 CR	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057297	30.00-
		I-892584	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057297	7.94
		I-892822	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057297	172.64
		I-892823	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057297	86.40
		I-892893	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057297	111.94
		I-892983	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057297	12.08
		I-892988	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057297	156.76
		I-893048	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057297	10.87
		I-893199	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057297	36.14
		I-893216	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057297	80.09
		I-893221	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057297	11.04
		I-893248	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057297	243.49
		I-893302	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057298	45.98
		I-893344	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057298	9.25
		I-893381	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057298	79.01
		I-893396	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057298	17.51
		I-893421	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057298	97.81
		I-893422	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057298	31.30
		I-893652	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057298	53.20
01-B00150	BEALES GOODYEAR TIRES					
		I-MC-189170	35 -5862203	REPAIRS & MAI TIRES FOR VAN -2	057299	515.12
		I-MC-189171	35 -5862203	REPAIRS & MAI TIRES FOR VAN -2	057299	176.16
		I-MC188995	35 -5862203	REPAIRS & MAI TIRES FOR LF-1 TRUCK	057299	489.76
		I-MC189015	35 -5862203	REPAIRS & MAI TIRE FOR RENTAL BOBCAT	057299	148.00
01-C00489	UNITED FUEL & ENERGY/CL					
		I-1272793-IN	35 -5862203	REPAIRS & MAI OPEN PO FOR RENTAL	057307	200.00
01-C00585	COFFEE WRECKER, INC					
		I-013910	35 -5862203	REPAIRS & MAI WRECKER BILL FOR WP-2	057308	100.00
01-J00310	JET TIRE SERVICE					
		I-104006	35 -5862203	REPAIRS & MAI ALIGNMENTS FOR POLICE UNI	057336	42.95
01-K00190	YELLOWHOUSE MACHINERY C					
		I-902129	35 -5862203	REPAIRS & MAI REPAIRS ON BACKHOES	057338	211.64
01-000070	OGIELA MOWER SHOP					
		I-00124110	35 -5862203	REPAIRS & MAI PULLEY FOR LF MOWER	057358	19.03
01-000075	O'REILLY AUTO PARTS					
		C-0230-369439 CR	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	40.40-
		C-0230-370713 CR	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	30.05-
		C-0230-371120 CR	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	25.94-
		C-0230-371744 CR	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	11.60-
		C-0230-372090 CR	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	116.90-
		C-0230-372099 CR	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	116.90-

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VENDOR SET: 01

FUND : 35 FLEET MAINTENANCE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-000075	O'REILLY AUTO PARTS	continued				
		C-0230-372277 CR	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	67.48-
		I-0230-370048	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	2.77
		I-0230-370340	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	224.99
		I-0230-370510	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	18.45
		I-0230-370512	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	18.60
		I-0230-370663	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	88.65
		I-0230-370979	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	21.22
		I-0230-371106	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057359	11.92
		I-0230-371110	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057360	27.98
		I-0230-371114	35 -5862203	REPAIRS & MAI PARTS FOR UTM-5 & WP-2	057360	331.27
		I-0230-371272	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057360	129.74
		I-0230-371504	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057360	54.57
		I-0230-371745	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057360	9.92
		I-0230-371749	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057360	9.98
		I-0230-371813	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057360	9.98
		I-0230-371863	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057360	61.05
		I-0230-372029	35 -5862203	REPAIRS & MAI PARTS FOR UTM-5 & WP-2	057360	351.10
		I-0230-372030	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057360	169.85
		I-0230-372103	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057360	116.90
		I-0230-372197	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057360	73.34
		I-0230-372255	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057360	67.48
		I-0230-372256	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	73.34
		I-0230-372276	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	29.92
		I-0230-372597	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	11.54
		I-0230-373094	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	98.00
		I-0230-373206	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	30.31
		I-0230-373419	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	96.70
		I-0230-373450	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	89.98
		I-0230-373470	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	108.49
		I-0230-373515	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	25.19
		I-0230-373600	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	108.29
		I-0230-373747	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	33.19
		I-0230-375383	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	3.45
		I-0230-375386	35 -5862203	REPAIRS & MAI SMALL PARTS AS NEEDED	057361	6.90
01-000122	OK TIRE					
		I-28656	35 -5862203	REPAIRS & MAI OPEN PO FOR ALIGNMENTS	057362	224.95
01-P00250	PETTY CASH					
		I-201110263048	35 -5862331	TRAVEL & TRAI TRAVEL EXP-TRIP TO TULSA	057272	12.83
01-Q00022	QUALITY TRANSMISSION WO					
		I-983	35 -5862203	REPAIRS & MAI PARTS TO REPAIR C-1	057376	388.50
01-R00090	RAM INC					
		I-69780	35 -5862205	PETROLEUM PRO PROPANE FOR ALL DEPTS	057378	23.00
01-S00150	SEARS COMMERCIAL ONE					

PAGE: 23

FUND : 35 FLEET MAINTENANCE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-S00150	SEARS COMMERCIAL ONE	continued				
	I-169583	35	-5862203	REPAIRS & MAI MOWER DECK FOR MOWER	057381	464.92
01-W00195	WELDON PARTS INC.					
	I-667094-00	35	-5862203	REPAIRS & MAI MISC PARTS & SUPPLIES AS	057401	210.30
	I-698902-00	35	-5862203	REPAIRS & MAI MISC PARTS & SUPPLIES AS	057401	16.26
01-W00269	WHITES TRACTORS					
	I-170011	35	-5862203	REPAIRS & MAI FUEL TANK FOR PK-7	057402	10.00
	I-760147	35	-5862203	REPAIRS & MAI FUEL TANK FOR PK-7	057402	125.00
				FUND 35 FLEET MAINTENANCE	TOTAL:	6,717.66

11/01/2011 10:46 AM

## REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 24

PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

FUND : 41 CIP FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-F00170	FIRST NATIONAL BANK					
		I-11/2011-#137	41 -5865510	LEASE PAYMENT LEASE PAYMENT ON DURAPATCHER	057320	3,378.84
01-N00347	MEHLBURGER BRAWLEY, INC					
		I-MC-11-02-01	41 -5975406	RESIDUAL HAND WTP RESIDUAL HANDLING IMP	057356	6,630.00
		I-MC-11-04-01	41 -5975405	12 INCH WATER 12" WATER MAIN PROJECT	057356	8,490.00
01-000050	OCT EQUIPMENT, INC.					
		I-1102455	41 -5865404	CAPITAL OUTLA NEW SKID LOADER FOR	057357	44,460.25
				FUND 41 CIP FUND	TOTAL:	62,959.09
					REPORT GRAND TOTAL:	531,570.69



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

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2011-2012	01 -2105	COLLECTION AGENCY 25% (COU	7,138.00				
	01 -5101331	EMPLOYEE TRAVEL & TRAININ	175.00	1,000	825.00		
	01 -5101350	ELECTIONS	2,881.91	16,000	10,186.89		
	01 -5101355	OIL-OK FOR INDEPENDENT LIV	1,840.00	22,080	14,720.00		
	01 -5210202	OPERATING SUPPLIES	213.32	3,200	2,220.21		
	01 -5210302	CONSULTANTS/LABOR RELATION	7,548.84	40,000	8,003.84-	Y	
	01 -5210330	DUES & SUBSCRIPTIONS	30.50	2,300	1,674.50		
	01 -5210331	EMPLOYEE TRAVEL & TRAININ	195.21	5,000	2,602.77		
	01 -5211202	OPERATING SUPPLIES	397.06	6,200	4,892.55		
	01 -5212202	OPERATING SUPPLIES	87.96	3,650	1,942.52		
	01 -5212308	CONTRACTED SERVICES	97.92	19,730	19,534.16		
	01 -5212317	ADVERTISING & PRINTING	325.81	2,000	1,000.00		
	01 -5212330	DUES & SUBSCRIPTIONS	30.50	400	131.50		
	01 -5212331	EMPLOYEE TRAVEL & TRAININ	535.53	2,500	1,644.47		
	01 -5213336	FEES	200.00	3,000	2,200.00		
	01 -5214302	CONSULTANTS	1,297.88	90,200	10,499.98		
	01 -5215202	OPERATING SUPPLIES	555.88	6,000	2,242.84		
	01 -5215250	CONTINGENCY - (CTY MGR)	3,500.00	25,000	11,020.00		
	01 -5215302	CONSULTANTS	12,368.17	25,000	11,115.34		
	01 -5215310	EDUCATION PROJECTS	4,000.00	0	4,000.00-	Y	
	01 -5215312	EQUIPMENT RENTALS	3,151.52	28,600	6,033.75		
	01 -5215313	ELECTRIC UTILITY	12,931.70	360,000	256,906.31		
	01 -5215315	TELEPHONE UTILITY	215.54	55,000	44,332.13		
	01 -5225349	SOFTWARE MAINTENANCE	200.00	32,090	2,376.90		
	01 -5321202	OPERATING SUPPLIES	131.89	13,500	10,357.50		
	01 -5321306	INFORMANTS	500.00	3,000	2,500.00		
	01 -5321308	CONTRACTED SERVICES	84.00	15,000	6,720.00		
	01 -5321316	REPAIRS & MAINTENANCE	1,413.98	5,500	890.59		
	01 -5321331	EMPLOYEE TRAVEL & TRAININ	20.06	6,500	4,272.42		
	01 -5321510	LEASE PAYMENTS	5,185.00	62,220	36,295.00		
	01 -5322202	OPERATING SUPPLIES	114.60	3,000	1,378.00		
	01 -5431202	OPERATING SUPPLIES	265.93	15,000	10,370.43		
	01 -5431207	CLOTHING ALLOWANCE	30.00	18,500	8,158.47		
	01 -5431328	INTERNET SERVICE	125.90	2,800	2,107.55		
	01 -5542203	REPAIRS & MAINT SUPPLIES	3,857.51	53,600	29,248.03		
	01 -5542206	CHEMICALS	60.00	22,100	22,040.00		
	01 -5542308	CONTRACTED SERVICES	1,805.00	14,000	3,943.68		
	01 -5542316	REPAIRS & MAINTENANCE	239.99	18,000	16,400.51		
	01 -5542328	INTERNET SERVICE	75.65	2,000	1,405.60		
	01 -5542331	EMPLOYEE TRAVEL & TRAININ	110.00	1,900	165.62		
	01 -5543203	REPAIRS & MAINT SUPPLIES	77.96	13,000	10,145.44		
	01 -5544202	OPERATING SUPPLIES	80.99	20,300	13,134.05		
	01 -5544203	REPAIRS & MAINTENANCE SUPP	603.00	4,500	2,920.00		
	01 -5544308	CONTRACT LABOR	720.00	29,600	23,275.00		
	01 -5548202	OPERATING SUPPLIES	37.46	1,500	1,000.00		

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

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	01 -5548203	REPAIRS & MAINTENANCE SUPP	1,591.30	50,000	19,464.42		
	01 -5548317	ELEVATOR REPAIR/MAINTENANC	1,200.00	5,000	2,600.00		
	01 -5548328	INTERNET SERVICE	75.65	1,000	697.40		
	01 -5652318	ABATEMENTS	396.00	12,000	8,296.50		
	01 -5652331	EMPLOYEE TRAVEL & TRAININ	19.81	1,600	1,275.65		
	01 -5653202	OPERATING SUPPLIES	153.05	2,800	1,389.72		
	01 -5653213	SAFETY SUPPLIES	134.00	7,000	3,399.82		
	01 -5653215	AWARDS PROGRAM	519.98	9,000	4,369.56		
	01 -5653348	DRUG TESTING/PHYSICALS	185.40	8,000	3,124.25		
	01 -5865203	REPAIR & MAINT SUPPLIES	687.95	75,000	62,157.46		
	01 -5865204	SMALL TOOLS	155.47	2,500	1,436.21		
	01 -5865218	STREET REPAIRS & MAINTENAN	9,783.43	240,000	158,576.11		
	01 -5865328	INTERNET SERVICE	158.60	1,510	875.60		
	01 -5865331	EMPLOYEE TRAVEL & TRAININ	25.00	1,000	975.00		
	02 -5216302	CONSULTANTS	450.00	5,400	0.00		
	02 -5216336	FEES	293.16	4,500	3,327.36		
	02 -5267202	OPERATING SUPPLIES	560.08	6,000	4,488.10		
	02 -5267302	CONSULTANTS	13,080.68	25,000	10,782.84		
	02 -5267313	ELECTRIC UTILITY	1,138.15	505,000	361,579.46		
	02 -5267315	TELEPHONE UTILITY	3,318.55	50,000	32,133.66		
	02 -5267521	CDBG LOAN #8908	1,145.83	13,750	8,020.85		
	02 -5864308	CONTRACTED LANDFILL SERVIC	8,552.64	60,000	11,091.11		
	02 -5864329	DEQ FEES	110.55	8,500	5,405.25		
	02 -5864510	LEASE PAYMENTS	8,524.37	102,293	59,671.15		
	02 -5866230	RECYCLING CENTER EXPENSE	43.51	7,000	5,500.00		
	02 -5866306	CONTRACTED REFUSE SERVICES	141,220.94	1,714,070	1,291,769.58		
	02 -5866307	CONTRACTED RECYCLE SERVICE	1,882.50	26,000	14,000.00		
	02 -5871302	CONSULTANTS	5,000.00	83,000	26,126.00		
	02 -5871331	EMPLOYEE TRAVEL & TRAININ	25.00	3,500	2,567.00		
	02 -5972202	OPERATING SUPPLIES	68.21	2,500	2,050.00		
	02 -5973203	REPAIRS & MAINT SUPPLIES	2,769.31	65,000	21,144.36		
	02 -5973302	CONSULTANTS (IND. PRETREAT	10,979.85	85,000	25,000.00		
	02 -5973304	LAB TESTING	399.19	38,100	20,907.00		
	02 -5973316	REPAIRS & MAINTENANCE	65.55	45,000	26,399.80		
	02 -5974203	REPAIRS & MAINT SUPPLIES	2,544.75	63,000	18,998.40		
	02 -5974206	CHEMICALS	20,211.20	381,200	144,554.07		
	02 -5974304	LAB TESTING	1,139.00	35,000	14,292.05		
	02 -5974316	REPAIRS & MAINTENANCE	10,194.95	60,000	23,001.19		
	02 -5975202	OPERATING SUPPLIES	797.48	2,000	859.88		
	02 -5975211	WATER METERS	901.90	35,000	32,598.10		
	02 -5975218	STREET REPAIRS & MAINTENAN	4,713.35	109,850	19,419.99		
	02 -5975230	SEWER MAIN REPAIR	1,378.97	36,750	20,594.88		
	02 -5975235	WATER MAIN REPAIR	14,912.12	84,750	47,367.65		
	02 -5975328	INTERNET SERVICE	62.95	1,500	1,094.90		
	03 -5876203	REPAIRS & MAINT SUPPLIES	27.00	3,700	2,835.64		

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

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	03 -5876511	FNB LOAN #119817 PAYMENTS	2,510.00	30,300	19,210.24		
	08 -5549308	CONTRACT SERVICES	436.98	17,000	12,007.07		
	08 -5549315	TELEPHONE UTILITY	139.17	2,400	1,596.87		
	09 -5864327	SUB TITLE D EXPENSE	3,281.00	87,700	71,188.00		
	16 -5323401	CAPITAL OUTLAY	15,867.70	17,700	1,832.30		
	27 -5655352	MISC PRIDE IN MCALESTER	2,300.00	27,600	18,400.00		
	27 -5655353	MAIN STREET PROGRAM	1,050.00	12,600	8,400.00		
	27 -5655401	CAPITAL OUTLAY	1,495.00	21,655	3,776.32		
	28 -5654203	REPAIR & MAINT SUPPLIES	229.74	20,000	12,216.28		
	28 -5654210	CONCESSION SUPPLIES	63.81	35,000	29,675.62		
	28 -5654316	REPAIRS & MAINTENANCE	1,025.00	22,000	14,371.46		
	28 -5654317	ADVERTISING & PRINTING	512.75	5,000	1,771.13		
	29 -5324308	CONTRACTED SERVICES	8,800.00	95,000	76,250.00		
	29 -5324401	CAPITAL OUTLAY	2,403.33	0	11,478.74-	Y	
	30 -5211352	MISC PRIDE IN MCALESTER	2,300.00	27,600	18,400.00		
	30 -5211353	MAIN STREET PROGRAM	1,050.00	12,600	8,400.00		
	30 -5211360	ECONOMIC DEVELOP. SERVICES	15,389.41	199,452	137,894.36		
	30 -5211405	8 INCH WATER MAIN-TAYLOR I	4,140.00	135,150	115,650.00		
	30 -5211510	CDBG / EDIF DURALINE LOAN	282.50	3,390	1,977.50		
	33 -5871405	CAPITAL OUTLAY	51,563.00	233,264	0.00		
	35 -5862203	REPAIRS & MAINTENANCE SUPP	6,681.83	378,972	215,624.91		
	35 -5862205	PETROLEUM PRODUCTS	23.00	30,600	17,168.65		
	35 -5862331	TRAVEL & TRAINING	12.83	600	587.17		
	41 -5865404	CAPITAL OUTLAY - EQUIPMENT	44,460.25	645,847	287,757.75		
	41 -5865510	LEASE PAYMENTS	3,378.84	40,547	23,652.80		
	41 -5975405	12 INCH WATER MAIN- TAYLOR	8,490.00	309,970	271,070.00		
	41 -5975406	RESIDUAL HANDLING IMPROVEM	6,630.00	87,300	0.00		
	** 2011-2012 YEAR TOTALS **		531,570.69				

NO ERRORS

\*\* END OF REPORT \*\*

PACKET: 07356 CLAIMS FOR 11/8/2011

VENDOR SET: 01

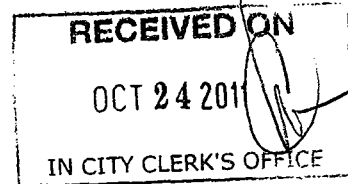
BANK : FNB FIRST NATIONAL BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
--------	-------------	------	---------------	---------------	----------	--------	--------------	-----------------

## \*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
01	10/2011	25,461.02CR
01	11/2011	65,081.79CR
02	10/2011	145,876.14CR
02	11/2011	110,608.60CR
03	11/2011	2,537.00CR
08	10/2011	139.17CR
08	11/2011	436.98CR
09	11/2011	3,281.00CR
16	11/2011	15,867.70CR
27	11/2011	4,845.00CR
28	11/2011	1,831.30CR
29	10/2011	2,403.33CR
29	11/2011	8,800.00CR
30	11/2011	23,161.91CR
33	11/2011	51,563.00CR
35	10/2011	12.83CR
35	11/2011	6,704.83CR
41	11/2011	62,959.09CR
=====		
ALL		531,570.69CR

October 21, 2011



Ms. Cora Middleton  
City of McAlester  
PO Box 578  
McAlester, OK 74502

RE:     Member        :     City of McAlester  
         Claimant       :     George Tunning  
         Date of Loss   :     8-11-11  
         Claim No.      :     31225-ME

Dear Ms. Middleton:

We have completed our investigation regarding the above referenced claim. It is our recommendation to the City of McAlester that this claim be denied. We find no liability on the City's part regarding this incident.

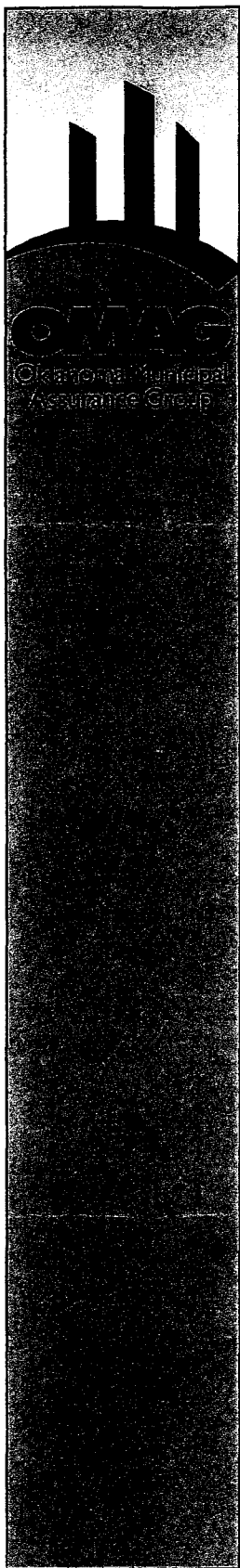
Under the Governmental Tort Claims Act, 51 Okla. Sec. 157(A), this claim will be deemed denied ninety (90) days after it was received by the City of McAlester. 51 Okla. Stat. Sec. 157 (B) requires any lawsuit under the Act to be commenced within one hundred eighty (180) days after denial of the claim. Thus to begin the 180-day statute of limitations prior to 11-21-11, we suggest you docket this claim for denial at the next meeting of your municipal governing body. For the 180-day period to start running, the claimants **must be notified at the address on the claim within five (5) days of the denial**. To document compliance with the Act, we recommend that you send notice of denial of the claim by certified mail.

Please advise us as soon as possible of any official action taken by the municipal governing body on denial of this claim.

Sincerely,

*Mary Ellis*

Mary Ellis, CPCU  
Senior Claims Examiner



October 21, 2011

Mr. George Tunning  
301 E. Monroe  
McAlester, OK 74502

RE:     Member        :     City of McAlester  
         Claimant       :     George Tunning  
         Date of Loss   :     8-11-11  
         Claim No.     :     31225-ME

Dear Mr. Tunning:

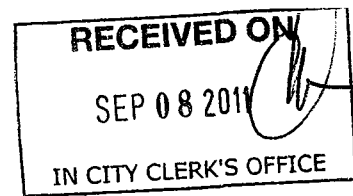
As the adjuster for the Oklahoma Municipal Assurance Group, the insurer for the City of McAlester, I am recommending denial of this claim and find no liability on the City's part for this claim.

Sincerely,

*Mary Ellis*

Mary Ellis, CPCU  
Senior Claims Examiner

Cc: City of McAlester ✓



P.O. BOX 578 • 1ST & WASHINGTON • McALESTER, OKLAHOMA 74502 • 918 423-9300 • FAX 421-4971 • [www.cityofmcalester.com](http://www.cityofmcalester.com)

City of McAlester  
Safety Office

Date: 8-11-11

Reference: 301 E Monroe, mud damage

August 11, 2011 Tim Murray and I went to 301 E Monroe to attempt to contact a home-owner concerning mud that had flowed against the garage door area of the residence. A water line had broken on 3<sup>rd</sup> Street just west of this residence. The accumulated water and mud flowed up against the garage door area.

We spoke with the home-owner, George Tunning. Tunning opened the garage and allowed Murray and I to go inside. I photographed the mud on the garage floor area. Tunning's car was parked inside the garage. A few items were located on the floor but Tunning had his tools and equipment organized and hanging on the walls.

I provided a Tort Claim to Tunning. At first he said he didn't want the Tort Claim but then said he would take it. Tunning commented he would really just like to have the mud swept out of his garage.

Murray told Tunning that he could have one of his crews come to the residence to clean the mud out of the garage. Murray also told Tunning that the crew would push the rock and mud that had accumulated in front of the garage doors back towards the ditch. Tunning appeared to be pleased and agreed he would like for the work crew to complete those tasks.

August 23, 2011 Mr. Tuning came to City Hall to speak with me. He was upset because mud was still inside his garage. He told me that a couple of city employees came to his residence but they did not remove all the mud from his garage. The employees had also swept the rocks from in front of his garage doors underneath his bushes.

Mr. Tunning had taken photographs of the mud still inside his garage. He provided a copy of the photographs to me. He also provided an estimate from Suck It Up Cleaning for the mud removal from his garage.

August 23, 2011 Murray and I went back to 301 E Monroe. I took additional photographs of the mud still located inside the garage area. The photographs are attached to this report.

George Tunning, 918-420-5113

Shawn Smith  
Safety/Risk Management

**NOTICE OF TORT CLAIM**

**OKLAHOMA MUNICIPAL ASSURANCE GROUP - MUNICIPAL LIABILITY PROTECTION PLAN**

**A. CLAIMANT REPORT**

To the \_\_\_\_\_  
Public entity you are filing this claim against.

**PLEASE PRINT OR TYPE AND SIGN**

**IMPORTANCE NOTICE:** The filing of this form with the City Clerk's office is only the initial step in the claim process and does not indicate in any manner the acceptance of responsibility by the City or its related entities. Written notice is required by law and shall be filed with the City Clerk within one (1) year from the date of occurrence. It will then be sent to OMAG Claims Dept. for investigation. You may expect them to contact you. Failure to file within such time frame may result in the claim being barred in its entirety. Other limitations to your claim may apply. (See Oklahoma Statutes Title 51, Section 151-172).

CLAIMANT(S) GEORGE TUNNING CLAIMANT(S) SOCIAL SECURITY NO. 353209325  
ADDRESS 301 E. MONROE CLAIMANT(S) DATE OF BIRTH 10/2/29  
MCALISTER PHONE: HOME 918 430 5113 BUS. ( )

Continue on another sheet if needed  
for any information requested)

1. DATE AND TIME OF INCIDENT 8/9/2011 ( ? ) a.m. ( ) p.m.  
2. LOCATION OF INCIDENT 3RD ST  
3. DESCRIBE INCIDENT BROKEN WATER MAIN

**4. LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES:**

**BODILY INJURY:** WAS CLAIMANT INJURED? YES \_\_\_ NO X If yes, complete this section  
Describe injury \_\_\_\_\_

WERE YOU ON THE JOB AT THE TIME OF INJURY? YES \_\_\_ NO \_\_\_ If so, please give name, address and  
phone number of company \_\_\_\_\_

NAME OF DOCTOR OR HOSPITAL \_\_\_\_\_

ALL MEDICAL BILLS (attach Copies) \$ \_\_\_\_\_  
LIST OTHER DAMAGES CLAIMED \$ \_\_\_\_\_  
TOTAL BODILY INJURY. . . . . \$ \_\_\_\_\_

**PROPERTY DAMAGE:** Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required.

VEHICLE NAME \_\_\_\_\_ BODY TYPE \_\_\_\_\_ YEAR \_\_\_\_\_

**NOTE:** If damage is to a vehicle, a photocopy of your motor vehicle title is required.

IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS GARAGE FLOOR COVERED  
WITH MUD - GARAGE AREA HAS SHOP & WASHROOM

PROPERTY DAMAGE (Attach repair bills or two estimates) \$ \_\_\_\_\_  
LIST OTHER DAMAGES CLAIMED \$ \_\_\_\_\_  
TOTAL PROPERTY . . . . . \$ \_\_\_\_\_

5. NAME OF YOUR INSURANCE CO. \_\_\_\_\_ POLICY NO. \_\_\_\_\_ AMOUNT CLAIMED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_

**6. The names of any witnesses known to you.**

Name _____	Address _____	Phone Number _____
Name _____	Address _____	Phone Number _____

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.

TOTAL CLAIM . . . . . \$ 250.00

George Tunning  
SIGNATURE(S)

8/23/2011  
DATE



**B. THIS SECTION IS FOR USE BY THE PUBLIC ENTITY WHICH RECEIVES THE CLAIM**

To inquire about this claim you may write to OMAG Claims Dept. or call 1-800-234-9461; or in Oklahoma City call 525-6624

This Notice of Tort Claim was received by Shawn Smith  
(Title) Safety/Bike Mgmt., on August 23,, 20 11  
For further information on this claim contact Cora Mulliken  
(Title) City Clerk, by telephone at ( 918 ) 423-9300 ext. 4956

The following reports, statements or other documentation, which support our understanding of the facts relating to this claim, are attached:

Report from Shawn Smith, Completed claim form and copy of Quote from cleaning service. Please note pictures are available to be emailed when a claims representative has been assigned.

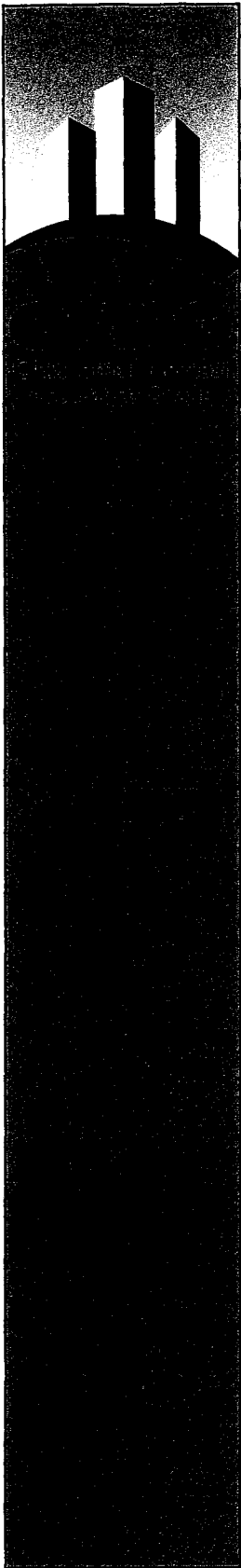
Persons who have knowledge of the circumstances surrounding this claim are:

	<u>Name</u>	<u>Title/Position</u>	<u>Telephone</u>
1.	<u>Jim Murray</u>	<u>Utilities Maint. Superintendent</u>	<u>(918) 423-9300</u>
2.			
3.			
4.			

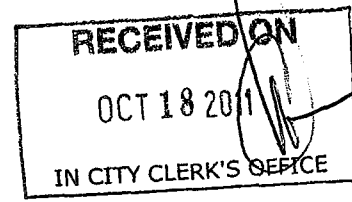
Submitted by: Cora Mulliken Date Sept. 9,, 20 11  
Title: City Clerk

AFTER THE PUBLIC ENTITY HAS RECEIVED THIS CLAIM, PLEASE PROVIDE INFORMATION REQUESTED ABOVE AND IMMEDIATELY SEND TO:

OMAG Claims Dept.  
4130 N. Lincoln Blvd  
Oklahoma City, OK 73105-5209  
Fax (405) 525-0009



October 17, 2011



Ms. Cora Middleton  
City of McAlester  
PO Box 578  
McAlester, OK 74502-0578

RE:      Member        :      City of McAlester  
         Claimant       :      Dan Herron/The Music Store  
         Date of Loss    :      9-16-11  
         Claim No.       :      31268-ME

Dear Ms. Middleton:

We have completed our investigation regarding the above referenced claim. It is our recommendation to the City of McAlester that this claim be denied. We find no liability on the City's part regarding this incident.

Under the Governmental Tort Claims Act, 51 Okla. Sec. 157(A), this claim will be deemed denied ninety (90) days after it was received by the City of McAlester. 51 Okla. Stat. Sec. 157 (B) requires any lawsuit under the Act to be commenced within one hundred eighty (180) days after denial of the claim. Thus to begin the 180-day statute of limitations prior to 12-18-11, we suggest you docket this claim for denial at the next meeting of your municipal governing body. For the 180-day period to start running, the claimants **must be notified at the address on the claim within five (5) days of the denial.** To document compliance with the Act, we recommend that you send notice of denial of the claim by certified mail.

Please advise us as soon as possible of any official action taken by the municipal governing body on denial of this claim.

Sincerely,

*Mary Ellis*

Mary Ellis, CPCU  
Senior Claims Examiner

October 17, 2011

Mr. Dan Herron  
The Music Store  
10 E. Chickasaw  
McAlester, OK 74502

RE:     Member        :     City of McAlester  
         Claimant       :     Dan Herron/The Music Store  
         Date of Loss    :     9-16-11  
         Claim No.       :     31268-ME

Dear Mr. Herron:

As the adjuster for the Oklahoma Municipal Assurance Group, the insurer for the City of McAlester, I am recommending denial of this claim and find no liability on the City's part. Oklahoma law has consistently held that a municipality is not an insurer of its sanitary sewer system. This means that a municipality is not automatically liable for damages to property which result from a sanitary sewer overflow. A municipality may be liable only if it had prior notice of a defect or problem in the sewer line and failed to take appropriate remedial action within a reasonable time before the damage occurred.

Our investigation indicates that the cause of this sewer backup was a grease blockage and what looked like trash and the City of McAlester had no knowledge of this problem prior to the sewage backup on 9-16-11 at 10 E. Chickasaw, McAlester, Oklahoma.

Therefore, we have determined that the City of McAlester was not negligent in its maintenance of the sanitary sewer line. Accordingly, while we regret the inconvenience and distress involved in the clean up, we do not believe that state law authorizes us to pay for these damages on behalf of the City of McAlester.

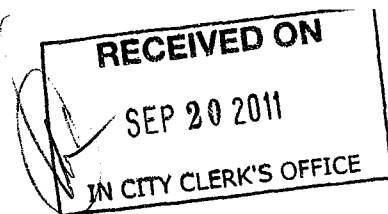
Sincerely,

*Mary Ellis*

Mary Ellis, CPCU  
Senior Claims Examiner

cc: City of McAlester ✓

P.O. Box 691719  
Tulsa, OK 74169  
918-439-9442  
1-800-234-9461  
Fax: 918-439-9443  
www.omag.org



City of McAlester  
Safety Office

Date: September 16, 2011

Reference: Sewer/Water Backup at 10 E Chickasaw, The Music Store.

September 16, 2011 David Gray, Utility Maintenance, contacted me concerning a sewer/water backup located at 10 E Chickasaw in McAlester. The sewer/water had backed up inside the Music Store.

I went to 10 E Chickasaw and met with the property owner, Dan Herron. Herron showed me several rooms inside the business that had flooded with the sewer/water mixture.

The Recording Studio had flooded. Half of the floor was wet with sewer and water. Herron and an employee had moved several pieces of musical equipment out of the room prior to my arrival.

The bottom of a base drum was wet. Seven large speakers were moved out of the Recording Studio. The seven speakers were on the floor. The bottoms of the speakers were wet. Several foot pumps for the drum sets were also covered with the sewer/water. A stick case containing several drum sticks was on the floor and covered with sewer/water.

A rack unit was inside the Recording Studio. The bottom of the rack unit was wet. The unit has a combination CD Player, Cassette Player, Power Amps, and Equalizer. The rack unit was plugged into a power strip. The power strip was on the floor and was covered by the sewer/water.

Herron reported the rack unit was powered on. After the backup, the rack unit's power was off. Herron's opinion was that the rack unit powered off when the power strip became wet.

Several guitars kept in guitar cases were being kept in a storage area next to the recording studio. The guitars and cases were on the floor. Some of the equipment was wet.

# NOTICE OF TORT CLAIM

## OKLAHOMA MUNICIPAL ASSURANCE GROUP - MUNICIPAL LIABILITY PROTECTION PLAN

### A. CLAIMANT REPORT

To the \_\_\_\_\_

Public entity you are filing this claim against.

#### PLEASE PRINT OR TYPE AND SIGN

**IMPORTANCE NOTICE:** The filing of this form with the City Clerk's office is only the initial step in the claim process and does not indicate in any manner the acceptance of responsibility by the City or its related entities. Written notice is required by law and shall be filed with the City Clerk within one (1) year from the date of occurrence. It will then be sent to OMAG Claims Dept. for investigation. You may expect them to contact you. Failure to file within such time frame may result in the claim being barred in its entirety. Other limitations to your claim may apply. (See Oklahoma Statutes Title 51, Section 151-172).

CLAIMANT(S) Dan Herron  
ADDRESS 10 E Chickasaw  
McAl, OK

CLAIMANT(S) SOCIAL SECURITY NO. 446-66-5957  
CLAIMANT(S) DATE OF BIRTH 01-02-67  
PHONE: HOME (918) 424-9445 BUS. (918) 426-3656

Continue on another sheet if needed  
for any information requested)

1. DATE AND TIME OF INCIDENT 9/19/2011 (11) a.m. (1:00) p.m.
2. LOCATION OF INCIDENT The Music Store
3. DESCRIBE INCIDENT City Sewer Main backed up & flooded studio & Storage spaces

#### 4. LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES:

**BODILY INJURY:** WAS CLAIMANT INJURED? YES ☒ NO ☐ If yes, complete this section

Describe injury Tooth broken off while lifting a wet box

WERE YOU ON THE JOB AT THE TIME OF INJURY? YES ☒ NO ☐ If so, please give name, address and phone number of company

NAME OF DOCTOR OR HOSPITAL \_\_\_\_\_

ALL MEDICAL BILLS (attach Copies) \$ \_\_\_\_\_  
LIST OTHER DAMAGES CLAIMED \$ \_\_\_\_\_  
TOTAL BODILY INJURY. . . . . \$ \_\_\_\_\_

**PROPERTY DAMAGE:** Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required. Lease building, Renter responsible for property damages.

VEHICLE NAME \_\_\_\_\_ BODY TYPE \_\_\_\_\_ YEAR \_\_\_\_\_

NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required.

IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS Electronics, power cords, amps, Cases, (see attached detail)

PROPERTY DAMAGE (Attach repair bills or two estimates) \$ unknown  
LIST OTHER DAMAGES CLAIMED \$ \_\_\_\_\_  
TOTAL PROPERTY . . . . . \$ \_\_\_\_\_

5. NAME OF YOUR INSURANCE CO. \_\_\_\_\_ POLICY NO. \_\_\_\_\_ AMOUNT CLAIMED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_

#### 6. The names of any witnesses known to you.

Name <u>Sammy Spencer</u>	Address _____	Phone Number <u>918-429-5680</u>
Name <u>Curtiss Fortune</u>	Address _____	Phone Number <u>918-916-9549</u>

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.

TOTAL CLAIM . . . . . \$ Unknown

Dan Herron  
SIGNATURE(S)

9-19-11  
DATE

**B. THIS SECTION IS FOR USE BY THE PUBLIC ENTITY WHICH RECEIVES THE CLAIM**

To inquire about this claim you may write to OMAG Claims Dept. or call 1-800-234-9461; or in Oklahoma City call 525-6624

This Notice of Tort Claim was received by Shawn Smith

(Title) Safety/Risk Mgmt., on September 16, 20 11

For further information on this claim contact Cora Middleton

(Title) City Clerk, by telephone at ( 918 ) 423-9300 ext. 4956

The following reports, statements or other documentation, which support our understanding of the facts relating to this claim, are attached:

Statement from Shawn Smith, itemized list from Dan Herron  
property owner, completed claim form, completed Sewer backup  
questionnaire

Persons who have knowledge of the circumstances surrounding this claim are:

	<u>Name</u>	<u>Title/Position</u>	<u>Telephone</u>
1.	<u>David Gray</u>	<u>Utility Maintenance</u>	
2.			
3.			
4.			

Submitted by: Cora Middleton Date Sept. 26, 20 11

Title: City Clerk

AFTER THE PUBLIC ENTITY HAS RECEIVED THIS CLAIM, PLEASE PROVIDE INFORMATION REQUESTED ABOVE AND IMMEDIATELY SEND TO:

OMAG Claims Dept.  
4130 N. Lincoln Blvd  
Oklahoma City, OK 73105-5209  
Fax (405) 525-0009

A flood service company was at the business. The service was vacuuming up the sewer/water. Some of the sheetrock on the walls in the studio room and the storage rooms were wet.

I took several photographs of the damages. I provided a Tort Claim to Herron. I told Herron an insurance adjustor would come to his business to investigate the cause of the backup. I also told Herron the adjustor would determine if the City of McAlester was at fault or not for the damages.

The following is a list of the photographs taken at The Music Store:

1. Storage Room – sheetrock to the left wet
2. Storage Room – floor underneath misc. items wet
3. Storage Room – sewer/water backed up out of this drain
4. Storage Room – left side of the room
5. Storage Room – misc. items
6. Storage Room – misc. items
7. Storage Room – misc. items
8. Storage Room – misc. items
9. Recording Studio
10. Recording Studio – carpet and sheetrock wet
11. Recording Studio – Rack Unit
12. Recording Studio – power strip on the floor
13. Rack Unit
14. Small Storage Room – carpet and sheetrock wet
15. Small Storage Room
16. Recording Studio – several cases/equipment that were being kept on the floor
17. Recording Studio – several cases/equipment that were being kept on the floor
18. Recording Studio – inside of equipment case found to be wet
19. Recording Studio – drumsticks/case found to be wet
20. 3<sup>rd</sup> Storage Room
21. 3<sup>rd</sup> Storage Room – boxes were empty
22. 3<sup>rd</sup> Storage Room – misc. equipment that was not wet
23. Base Drum – reported to have been wet, had been wiped down
24. Drum Equipment that had been moved out of the Recording Studio
25. Drum Equipment that had been moved out of the Recording Studio
26. Foot Pedals – found to be wet
27. Equipment moved out of the Recording Studio
28. Speaker (1) moved out of the Recording Studio – bottom wet
29. Speaker (2) moved out of the Recording Studio – bottom wet
30. Rugs covered with sewer/water mixture
31. Guitar taken out of case in picture#32 – case found to be wet
32. Guitar case – wet
33. Guitar case – outside and lining wet, the guitar next to it was kept in the case
34. Guitar and case both found to be wet

- 35. Guitar Case outside/inside of the bottom wet
- 36. Guitar Case outside/inside of the bottom wet
- 37. Guitar Case outside/inside of the bottom wet
- 38. Guitar Case outside only wet

September 19, 2011 I went back to The Music Store. Herron provided a completed Tort Claim to me. Herron provided information that he was carrying out some of the empty wet cardboard boxes from one of the storage rooms. As he lifted the box, the hard edge of the box hit him in the mouth and broke off one of his teeth. Herron then showed me that he has a missing tooth.

Shawn Smith, Safety  
Risk Management



OKLAHOMA MUNICIPAL ASSURANCE GROUP  
SEWER BACKUP QUESTIONNAIRE

OWNER: DAN  
HERRON

CLAIMANT: The Music Store  
ADDRESS: 10 E Chickasaw 918-426-3656  
DATE OF LOSS: 9-16-2011  
CLAIM NUMBER: \_\_\_\_\_  
LOCATION OF BACKUP: Main St Between Chickasaw and Cherokee

**Instructions:** Please complete this questionnaire and attach or identify any supporting documentation. Use back if additional space is required for a response.

1. Are records available of the rainfall in the area preceding the subject sewer?  
Yes \_\_\_\_ No ✓. If yes, specify the amount of rainfall for each time period to the backup:  
24 hrs. \_\_\_\_\_, 48 hrs. \_\_\_\_\_, 72 hrs. \_\_\_\_\_.

2. Were you able to determine the cause of the sewer backup? Yes ✓ No \_\_\_\_  
\_\_\_\_ (a) infiltration or inflow;  
\_\_\_\_ (b) a foreign object, e.g., roots  
\_\_\_\_ (c) sewer line or refuse introduced into the line; or  
✓ (d) other cause

Please explain specifically what was found and identify any person(s) with personal knowledge of the findings. Grease Blockage + looked like Trash

David Gray

3. Have there been previous blockages or backups in this line or within 300 feet of this address in the last 5 years preceding the subject backup? Yes \_\_\_\_ No ✓. If yes, specify:

(a) when? \_\_\_\_\_

(b) where on the line? \_\_\_\_\_

(c) what was determined to be the cause? \_\_\_\_\_

4. Have the claimants or other occupants at this address given any other notice to the municipality of a sewer backup problem in the past 5 years? Yes \_\_\_\_ No ✓. If yes, when and how was it documented?
5. Does the municipality have a regular maintenance program of cleaning, jetting, or rodding the sewer line that serves this address? Yes \_\_\_\_ No ✓. If yes, on what date(s) and in what manner was this done in the six months prior to this claim?
6. What is the size and age of the sewer line in which the backup occurred? Size 12", Age ?.

7. Is the sewer line sufficient for the current load? (e.g., if a 6" line was sufficient in 1940, is it sufficient today where greater number of homes or businesses may have been added to capacity of the line)? Yes ✓ No       .
8. Did the claimant have a relief or check valve on his private line? Yes ✓ No       . If yes, when was it installed? clean out w/ Top Off
9. Does the municipality have any ordinances, contracts, or regulations which may relate to the consideration of this claim? Yes        No ✓. If yes, attach a copy of the pertinent document.
10. If this backup was due to grease in the line, does the municipality have a grease trap ordinance? Yes        No ✓. If yes, how was it enforced?
11. Are there any other parties that have an interest in the subject property? Yes        No       . If yes, specify whether the person(s) is a landlord, property owner, spouse, business partner or other occupant.
12. Does the City maintain records, work orders or any other documents regarding the subject of sewer backup? Yes ✓ No       . If so, please attach legible copies of all records.
13. Is the sewer system maintained and operated by some one other than the city? Yes        No ✓. If so, please provide copy of the contract with the third party contractor.
14. Had the line involved been jet rodded or cleaned in any other manner in the 72-hour period before the backup occurred? Yes        No ✓.
15. Please provide any additional information relevant to this claim.

David Gray  
Signed by

Heavy Equip. OP  
Position

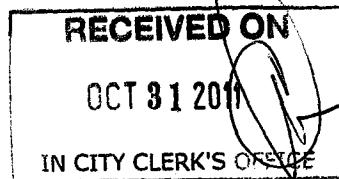
9-16-2001  
Date

918-470-5013  
Phone Number

RETURN TO:

Oklahoma Municipal Assur. Group  
4130 North Lincoln Blvd.  
Oklahoma City, Ok 73105

Phone: (405) 525-6624  
Fax: (405) 525-0009



October 13, 2011

CITY OF MCALESTER  
PO BOX 578  
MCALESTER, OK 74502



**Antero Resources**  
1625 17th Street  
Denver, CO 80202  
**Office** 303.357.7310  
**Fax** 303.357.7288

**RE: City of McAlester 30-1H - Division Order  
Sec. 30-06N-15E  
Pittsburg County, OK**

Dear Interest Owner:

Enclosed you will find two copies of our Division Order for your review and signature. An instruction sheet is also enclosed to assist you in executing your division order.

Your decimal was calculated using the following formula:

Your net acres in the section, 1.18593, divided by total number of acres in the section, 643.60, multiplied by your royalty interest of  $1/5$ .

**Please return one fully executed copy and retain the other copy for your files.**

Should you have any questions, please call our Division Orders Hotline at (303) 357-7344.

The following information will assist us in serving you:

1. your name and phone number
2. the property name, number, county and state
3. the nature of your inquiry

Sincerely,

*Pat Whattam*

Division Order Analyst Associate

Email: [pwhattam@anteroresources.com](mailto:pwhattam@anteroresources.com)

CITY OF MCALESTER  
PO BOX 578  
MCALESTER, OK 74502

DIVISION ORDER  
(ADAPTED FROM NADOA MODEL)

TO: Antero Resources Corp.  
1625 17<sup>th</sup> St  
Denver, CO 80202

DATE: October 13, 2010

EFFECTIVE: Date of first production

Property Number: **60575**  
Property Name: **City of McAlester 30-1H**  
Operator: Antero Resources Corporation  
Property Description: 30-06N-15E  
County and State: Pittsburg County, Oklahoma  
Production: All

The undersigned certifies the ownership of their decimal interest in production or proceeds as described below payable by Antero Resources Corporation.

**Payor** shall be notified in writing of any change in ownership, decimal interest, or payment address. All such changes shall be effective the first day of the month following receipt of such notice.

**Payor** is authorized to withhold payment pending resolution of a title dispute or adverse claim asserted regarding the interest in production claimed herein by the undersigned. The undersigned agrees to indemnify and reimburse any amount attributable to an interest to which the undersigned is not entitled.

**Payor** may accrue proceeds until the total amount equals \$25 or pay annually whichever occurs first, or as required by applicable state statute.

**This** Division Order does not amend any lease or operating agreement between the undersigned and the leases or operator or any other contracts for the purchase of oil or gas.

**In** addition to the terms and conditions of the Division Order, the undersigned and payor may have certain statutory rights under the laws of the state in which the property is located.

CREDIT TO	TI*	DECIMAL	PAY CODE GUIDE	
Owner No 18448	RI	0.00036853	M	IN PAY – Minimum \$25
CITY OF MCALESTER			S	PERMANENT SUSPENSE
PO BOX 578	Pay Code:		S01	SUSP – NEED TAX ID
MCALESTER, OK 74502	S01		S02	SUSP – BAD ADDRESS
			S03	SUSP – TITLE REQUIREMTS
			S04	SUSP – CNG OF OWNERSHP
			S05	SUSP – UNPAID JIB'S

OWNER(S) SIGNATURE: \_\_\_\_\_

OWNERS(S) TAX ID/SS#: \_\_\_\_\_

OWNER DAYTIME PHONE #: \_\_\_\_\_

OWNER FAX PHONE #: \_\_\_\_\_

\* Types of Interest: RI - Royalty, OR = Overriding Royalty Interest, WI Working Interest.

Federal Law requires you to furnish your Social Security or Taxpayer Identification Number. Failure to comply will result in 28% tax withholding and will not be refundable by payor \*\*

**RETURN THIS PAGE!**

*pw*

**EMERGENCY MEDICAL TECHNICIAN  
BASIC, INTERMEDIATE & PARAMEDIC  
FIELD CLINICAL AGREEMENT**



**KIAMICHI TECHNOLOGY CENTER  
AND  
CITY OF MCALESTER  
McAlester Fire Department EMS**

**EMERGENCY MEDICAL TECHNICIAN  
BASIC, INTERMEDIATE AND PARAMEDIC  
FIELD CLINICAL AGREEMENT**

This Agreement is made and entered into this 8th day of November, 2011, by and between **Kiamichi Technology Center** hereinafter referred to as "School" and the **City of McAlester** hereinafter referred to as the "Service".

**WHEREAS**, the School and the Service both acknowledge a public obligation to contribute to community health education,

**WHEREAS**, the School conducts clinical educational programs, and such programs require certain educational experiences and clinical practice in patient care available on the Service; and

**WHEREAS**, the Service has available clinical facilities to provide the EMT Paramedic Course certain educational experiences and clinical practice on the Service; and

**NOW THEREFORE**, in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of mutual benefits to be derived therefrom, the parties hereto agree as follows:

**I. RESPONSIBILITIES AND PRIVILEGES OF THE SCHOOL**

- A. The EMT Students of the School will observe the policies, practices, procedures and regulations of the Service and comply with established standards in relation to the care and welfare of patients in the Service.
- B. The School will, in cooperative effort with the Service, arrange for the faculty to become familiar with Service policies, practices, procedures, regulations and facilities. This orientation is to be completed prior to clinical instruction.
- C. The School shall be responsible for the planning and implementation of the educational programs. The number of EMT students allowed to be present, at a given time, for their clinical experience on the Service will not exceed (1) one. Only those students that are signed up for that date and the hours noted on the student's schedule will be allowed to be present at the Service for clinical experience, unless approved by the supervisor on duty. The student schedule will be posted each week. The Service supervisor or designated preceptor will provide instruction and supervision of students while receiving clinical experience on the Service.

- D. The School shall be responsible for implementing and maintaining all students' records in conjunction with the education experience at the Service.
- E. The School shall specify appropriate student dress subject to Service approval, which distinguishes students from the Service's regular personnel.
- F. The School shall assign for clinical experience only those students who meet the health requirements of both the Service and the School, and whose academic records and preparation for clinical experience meet the School requirements. The School will provide adequate laboratory facilities for instruction and practice in basic techniques, with emphasis on adjustment to specific Service routine, prior to entrance into the Service for clinical experience.
- G. The students of the School shall be subject to the requirements and restrictions specified jointly by representatives of the School and the Service.
- H. The School shall provide and be responsible for educational materials not specifically provided by the Service.
- I. The School shall schedule meetings with the Medical Director, supervisors and other designated persons in the Hospital for the purpose of interpreting, discussing, and evaluating the clinical instruction program as needed.
- J. Students in training under this Agreement shall receive no wages, either from the School or the Service, and shall be considered volunteers on the Service, and must sign a liability release form provided by the Service (if required).
- K. The School warrants that this program will be conducted in accordance with all applicable governmental boards and bodies.
- L. School shall carry liability insurance on each student while the student is in training, naming the City of McAlester, OK as additional insured. The minimum limits for this coverage shall be \$125,000 per each claim; \$1,000,000 aggregate; and \$125,000 on behalf of the student. Certificates evidencing this coverage will be furnished to the Service on request. Nothing contained herein is intended to nor shall it be construed to waive any exemption from liability under the Oklahoma Governmental Tort Claims Act.

- M. The School and the Service offer equal opportunities for employment, enrollment, and job placement for students without regard to disability, religious beliefs, gender, race, age, national origin or ethnic background.
- N. School shall supply the students with all the necessary information pertaining to the hepatitis B virus and vaccine. School shall supply the students with all the necessary information pertaining to the hepatitis B virus and vaccine. School will not be responsible for providing the hepatitis vaccination but shall require each participating student to be inoculated with the hepatitis B vaccine unless otherwise exempted by Oklahoma or federal law. Students shall supply School with proof of inoculation. School shall keep appropriate records of vaccination on every student vaccinated. If a student does not take the vaccination because he or she is exempted by law, then the student shall execute a release form stating his or her refusal, and the school shall keep such release form on file. Said release shall release both School and Service from any liability to the student and hold harmless the School and Service from any liability to any third party for acts of the student. Further, those records kept by School referred to above shall be provided to Service upon request. Service retains the right to refuse training to any student under this agreement that it may deem to present an unreasonable risk to its employees or patients its employees treat. Upon making such determination, the Service will immediately notify the School and the student involved.
- O. The School shall assure that its students keep all verbal and written patient information confidential and do not copy, distribute or remove Hospital or patient records, procedure books and policy manuals from the Service premises.

## **II. RESPONSIBILITIES AND PRIVILEGES OF THE SERVICE**

- A. The Service will maintain standards, which make it eligible for approval as an Extended Campus for students enrolled in the EMT Paramedic Course.
- B. The Service will permit the students of the School to utilize Service facilities as agreed to in the plan for clinical instruction, subject to revision to meet the needs of the Service or the School.
- C. The Service will provide regular staffing in the areas of the Service where students are obtaining clinical experience. As part of the clinical experience, students will actively assist emergency medical technicians in the basic care



of patients, including but not limited to checking vital signs, splinting broken and fractured bones, and administering cardiopulmonary resuscitation, commonly known as CPR. Any service rendered by the student during this experience is to be considered in addition to planned patient care in that area. Additionally, to the extent possible, the Service shall obtain patient consent before permitting a student to treat and/or observe the patient. Provided, no service shall be rendered by any student to a patient, unless it shall be under the direct supervision of the Service's licensed paramedic with such paramedic being personally present at the time such service is rendered.

- D. The Service, through its Director, will designate a person to serve as a coordinator and liaison between the Service and the School. The staff of the Service will be provided with time to meet with the School for planning and implementation of the clinical experiences.
- E. The Service will provide the following physical facilities for the program of School during clinical experience sessions:
  - 1. Reasonable use of parking areas.
  - 2. Locker, rest room and dressing areas for students.
  - 3. Provisions for students to purchase meals while assigned to the Service, at prices offered to the Service's employees if agreed upon by the vendor.
- F. The Service will allow information access to the following materials and supplies for the students from the School.
  - 1. Patient run sheets.
  - 2. Procedure books and policy manuals, including amendments, deletions and revisions.
  - 3. Standard reference books, and dictionaries.
  - 4. Supplies and equipment, as used for patient care, for the purpose of demonstration and practice.
  - 5. Use of the Service Medical Library.
- G. The Service will permit its paramedical employees to participate in the education program as resource persons and clinical experts provided that such participation does not interfere with assigned duties.

**OBJECTIVE:**

**It is desired that the EMT student perform assessments and assist in the management of emergency scenes and pre-hospital patients under the direct supervision of the preceptor according to related standing orders and protocols for field treatment.**

**III. RESPONSIBILITIES OF BOTH PARTIES**

- A. Neither party shall provide transportation for students to and from the school and the Service, nor shall they provide meals to students without cost.
- B. The Students are responsible for their own payment of costs in the event of personal illness.
- C. Informing the students of, and assuring that they abide by, the existing rules and regulations of the Service and School.
- D. Informing the student of, and holding them accountable for, payment of cost for equipment and/or supplies that they damage through personal negligence.
- E. That the students are knowledgeable about and maintain high standards of conduct.

It is understood that the School may discontinue the assignment of any student at any time during the period of this Agreement. The Service may, at any time, recommend the discontinuance of the assignment of any student and the School shall comply with the Service's recommendation.

It is understood that this Agreement may be terminated by either party giving 30 days notice in writing to the other party by registered mail at the address set forth herein. Such termination shall not take effect, however, with regard to students already enrolled until such time as those students have completed their respective courses. Notice may be given as follows:

***If to Service:***

McAlester Fire Department EMS  
PO Box 578  
McAlester, OK 74502

***If to School:***

Kiamichi Technology Center  
Attn: Superintendent  
P.O. Box 548  
Wilburton, OK 74578-0548

THIS AGREEMENT may be modified or revised at any time, by mutual written consent. The Agreement shall be effective on the **8th** day of **November, 2011**, and shall be for a term of thirty-six (36) months, unless terminated by either party by written notice to the other party.

**IN WITNESS WHEREOF**, the School and the Service have caused this Agreement to be executed by their duly authorized officers the day and year written above.

KIAMICHI TECHNOLOGY CENTER:

CITY OF MCALESTER:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Superintendent

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# McAlester City Council

## AGENDA REPORT

Meeting Date:	November 8, 2011	Item Number:	1
Department:	Audit and Finance Advisory Committee		
Prepared By:	Peter J. Stasiak, CM	Account Code:	
Date Prepared:	October 31, 2011	Budgeted Amount:	
		Exhibits:	2 and 1 E-mailed Attachment

### Subject

Discussion on a recommendation by the Audit and Finance Advisory Committee to change the City of McAlester Defined Benefit Retirement Plan and Trust by the following actions:

- Eliminating future DROP and Bonus Program Benefits to future participants.
- Soft freeze of all retirement benefits to existing non-union City employees.
- No retirement benefits to new hires until a 403b plan is in place.

### Recommendation

Motion to direct staff to work on the recommendations by the Audit and Finance Advisory Committee.

### Discussion

Mr. Bruce Nordstrom, Principal and Senior Consulting Actuary with APEX Global Partners, Inc. was engaged by the City to prepare a study report to help the Council make decisions regarding further retirement benefits that are provided to City employees.

The Audit and Finance Advisory Committee has reviewed the report and considering the high cost of these benefits to the City, the Committee recommended the changes above.

### Attachments:

- Letter of recommendation from A&F Advisory Committee to City Council.
- Retirement Plan Design Draft Report – Phase 1, Study by Bruce Nordstrom, APEX Global Partners.
- Current City of McAlester Defined Benefit Retirement Plan & Trust (Sent by email).

### Approved By

	Initial	Date
Department Head		
City Manager	P. Stasiak <i>PJS</i>	10/31/11



TO: Mayor and City Council Members

FROM: The Audit and Finance Advisory Committee

DATE: October 24, 2011

SUBJECT: The City of McAlester Defined Benefit Retirement Plan and Trust

Dear Mayor and City Council Members:

The Audit and Finance Advisory Committee met on Thursday, October 20, 2011 at 4:00 p.m. in the City Hall Second Floor Conference Room. The Committee was given the task to specifically review the City of McAlester Non-Union Defined Benefit Retirement Plan and Trust and to present options for pension reform that the Mayor and City Council may wish to consider.


Mr. Bruce Nordstrom, Principal and Senior Consulting Actuary with APEX Global Partners, Inc. was engaged by the City to prepare a study report to help the Council make decisions regarding further retirement benefits that are provided to City employees.

After reviewing the report with Mr. Nordstrom, and considering the high cost of these benefits, the Audit and Finance Advisory Committee would like to recommend the following interim actions:

- Eliminating future DROP and Bonus Program benefits to future participants.
- Soft freeze of all retirement benefits to existing non-uniform city employees.
- No retirement benefits to new hires until a 403b plan is in place.

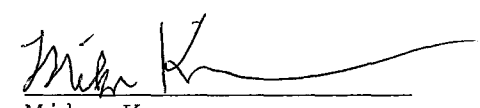
Attached to this letter is Mr. Nordstrom's report "A Retirement Plan Design Draft Report - Phase 1", which was distributed to all members of the committee.

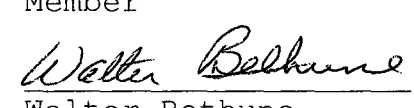
Sincerely,

  
\_\_\_\_\_  
Greg McNall, Chairman  
Audit and Finance Advisory Committee

  
\_\_\_\_\_  
Gail Watkins  
Member

Attachment (Report)

  
\_\_\_\_\_  
Mike Kern  
Member

  
\_\_\_\_\_  
Walter Bethune  
Member

# **Retirement Plan Design Draft Report – Phase I**

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## ***The City of McAlester Defined Benefit Retirement Plan and Trust***

***August 2011***

**Apex Global Partners**

9400 North Central Expressway, Suite 1400  
Dallas, Texas 75231  
214.526.2377

## **I. Summary**

Apex Global Partners has been engaged by the City to prepare a study report to help the Council make decisions regarding future retirement benefits that are provided to City employees.

The City of McAlester currently sponsors a defined benefit (“DB”) plan. As of July 1, 2011, the plan has the following demographic characteristics:

- 117 active participants with covered payroll of just more than \$4 million,
- 54 retirees and beneficiaries receiving monthly benefits from the plan, and
- 28 terminated vested participants who have not yet begun to receive benefits from the plan.

The Annual Required Contribution (“ARC”) for the fiscal year ending June 30, 2012 is \$885,271, which represents 21.9% of covered payroll. This ARC has increased significantly in the past few years, due to a combination of factors including poor performance of the equity markets and the low level of sponsor contributions for the plan year ending June 30, 2005, changes to actuarial assumptions, and growth in the plan obligations.

As shown in our projections later in this report, if benefits under the plan remain unchanged, the City can expect future ARCs to exceed 20% of covered payroll for each of the next 15 years under reasonable assumptions. Under all scenarios, at the end of the 15-year period, the initial amortization base expires and the ARC would decrease by approximately \$350,000. Also in this report, we show projections of costs under the plan if the plan benefit formula is changed. These alternate benefit designs have the effect of reducing future ARC.

In Section II, we show a summary of the current City retirement benefits. This information can be used for comparison purposes as you consider possible plan changes.

Information and explanation regarding cash balance pension plans and “grandfathered” pension benefits is provided in Section III.

In Section IV, we show 15-year financial projections regarding the funding of the plan using certain actuarial assumptions outlined in the report. These assumptions are not intended to predict future results, but to allow a basis for comparison between different designs. We have shown projections for the current pension plan, a possible pension plan freeze, and other pension plan design changes.



## **II. Current City of McAlester Retirement Benefits**

Currently, DB plan benefits are determined based on the following the sum of (a), (b), and (c) below, multiplied by Final Average Monthly Compensation:

- (a) 1.715% times Benefit Service up to 10 years,
- (b) 2.285% times Benefit Service over 10 years but less than 20 years,
- (c) 2.000% times Benefit Service over 20 years but less than 25 years.

Note that the average accrual rate under the above plan formula would be 2% of Final Average Monthly Compensation for a participant with 25 years of Benefit Service.

Final Average Monthly Compensation is defined as the monthly average of the three consecutive completed calendar years of compensation in the last ten years prior to termination which produces the highest average.

If the plan were changed to use five years of compensation in the average rather than three, it would reduce future costs significantly if recent and future pay increases are “large”, but may have little effect if pay increases are relatively flat. We have not explored any changes to average compensation in these projections.

Benefit Service is defined as elapsed time of employment with the City. Benefits are payable for the life of the participant without any reduction for early commencement at Normal Retirement Date, which is defined as the later of the completion of at least 10 years of service and the attainment of age 55.

Participants who terminate employment with the City prior to age 55 have accrued vested benefits that will become payable beginning at age 55 if they completed at least 10 years of service.

The City does not currently sponsor a defined contribution (“DC”) plan.

City employees do participate in the federal Social Security program. Employees contribute 6.2% of wages (up to the maximum taxable wage base, \$106,800 for 2011) for Social Security. The City contributes a similar amount. (Under recent legislation, for 2011 only, employees contribute 4.2% of wages, while the City contributes 6.2% of wages.) In addition, both the City and its employees contribute 1.45% of “unlimited” wages to Medicare.

### **III. Explanations**

#### **Plan Freeze**

A DB plan freeze is different from a DB plan termination. Generally, employers are free to freeze their DB plans at any time, unless the plan is required by a Collective Bargaining Agreement, given that appropriate legal steps are taken. Typically, an employer freezes a DB plan when the decision is made to provide retirement benefits through another plan (or to eliminate future retirement benefits altogether) and plan assets are not sufficient to immediately pay out or annuitize plan benefits. Terminating a plan requires that all earned benefits be paid out.

In a frozen plan, future pension accruals cease. Participants' accrued benefits do not change based on additional years of employment or future pay increases. The plan's assets remain invested until participants retire or leave the employer.

A plan freeze can be characterized as either a "total freeze", a "partial freeze", or a freeze to participation by new employees. A total freeze eliminates benefit accruals under the plan for all existing participants and all future employees. A partial freeze eliminates some or all benefit accruals under the plan for some existing participants and/or all future employees. A freeze to participation allows plan accruals to continue (in some form) for existing participants, but eliminates participation under the plan for all future employees. The financial projections referring to a possible total plan freeze shown in this report are referred to as a "hard freeze". The financial projections referring to a possible freeze to new employees shown in this report are referred to as a "soft freeze".

#### **Cash Balance Plan**

Some employers have converted their traditional DB plans to cash balance plans in recent years. A typical cash balance plan combines some elements of a DB plan with some elements of a DC plan, and is sometimes referred to as a hybrid plan. While it would be possible to maintain a similar level of benefits in a hybrid plan, conversion to a hybrid plan is usually viewed as a way to decrease employer costs and, as a result, typically leads to lower future benefit accruals. We are not recommending for or against such a change but this report presents this option for consideration. If you are interested in seeing financial projections for such a plan, we can provide sample designs and costs in the next phase of this design study.

Due to the inclusion of a theoretical (nominal) account balance and "employer contributions" in hybrid plans, the plan benefits and operation of such a plan may be easier for participants to understand, but such a change would likely result in lower ultimate DB benefits for City participants.

If the DB plan were converted to a cash balance plan, plan benefits would be calculated as follows:

- A theoretical account balance would be established and maintained for each participant equal to the present value of the accrued benefit at conversion, if any, plus annual additions to the theoretical account balance equal to a percentage of each future year's compensation, plus annual interest credits on each year's additions and on the existing account balance. For instance, the annual additions could be 4% of pay and the annual interest credit rate could be based on a bond index or other investment returns or set equal to a fixed rate, which might be 3% per year. Interest crediting rates are typically independent of the actual return earned on the trust's

investments. Most cash balance plans tend to focus on providing larger annual additions and smaller interest credits, because annual additions go to current employees and interest credits go to current and former employees.

- In cash balance plans, participants are usually able (but are not required) to elect one-time lump sum payments at retirement or termination in lieu of monthly plan payments. It would be unusual to sponsor a cash balance plan without such a lump sum feature.

### **“Grandfathered” Benefits for Participants near Retirement Age**

When an employer makes the decision to freeze or reduce benefits under its DB plan or to provide (reduced) benefits under another type of plan formula, they typically design transition rules for some current participants. One common way is to allow participants who are nearing retirement age to continue benefit accruals under the prior DB plan while participants who are not yet near retirement age enter the new plan. This is commonly called providing “grandfathered” benefits to these older participants.

For instance, the City might freeze or change the DB plan and grandfather current benefits to all participants who were within 5 years of retirement (age 50 with at least 5 years of service). Under this scenario, this would mean that benefit accruals for approximately 37 participants would continue using the current DB plan formula.

Because of the many different variations of possible grandfathered benefits, we have not reflected any grandfathered benefits in the projections shown in this report. If grandfathered or other transition benefits are offered if and when the plan is amended, the future reductions in the ARC would likely not be as great as those shown in our projections.

### **Deferred Retirement Option Plan (DROP) and Bonus Program Benefits**

Active participants eligible for normal retirement benefits who have also earned at least 25 years of benefit service are eligible for either DROP or Bonus Program benefits if they continue in employment with the City.

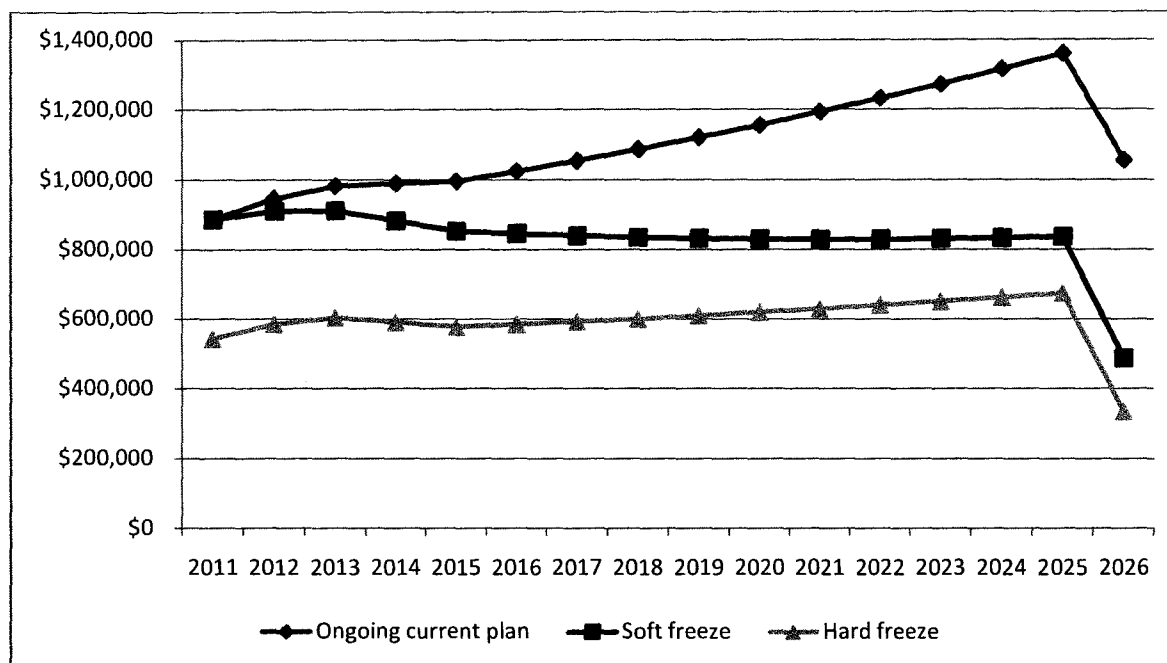
Under the DROP, such participants have their benefits frozen at the time of their election, with booking entry benefits credited to their DROP accounts during the period between election and actual retirement. Upon retirement, participants will begin to receive their frozen benefits plus a one-time payment of their DROP account, accumulated with 4% interest.

Under the Bonus Program, a participant will receive a cash payment within three months of each calendar year, equal to 15% of the Compensation earned during such calendar year. Upon retirement, the Accrued Benefit will be based upon Final Average Monthly Compensation as calculated as of the effective date of the election to participate in the Bonus Program. Such Bonus Program payments are paid outside the plan trust.

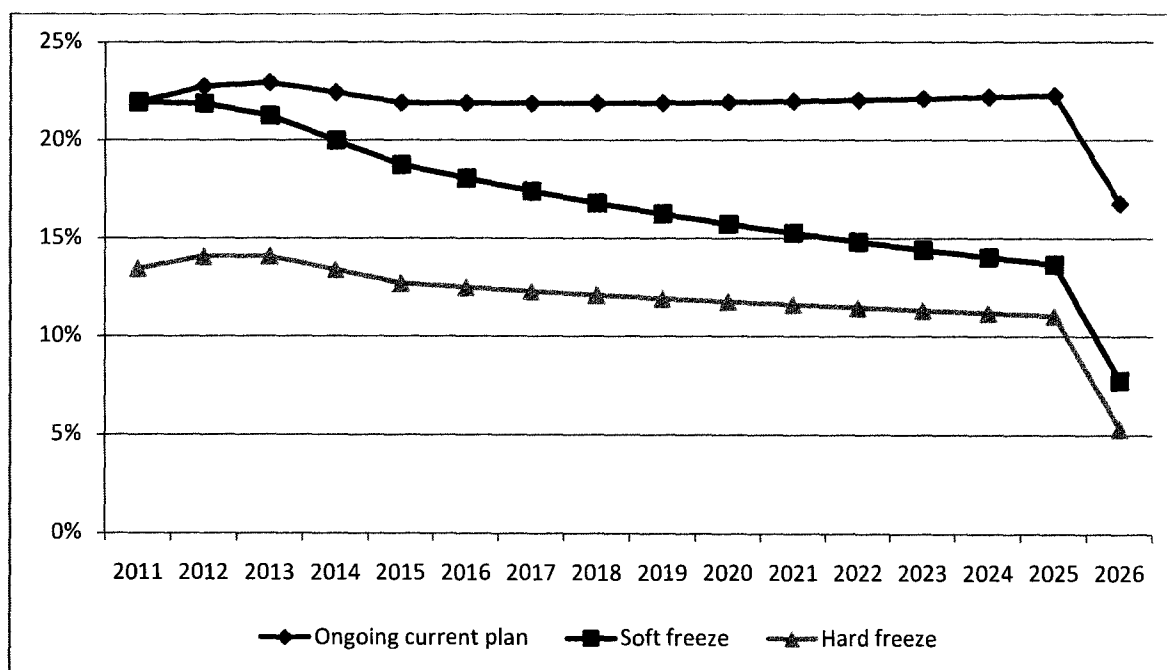
Because of the high cost of these benefits, the City may want to consider amending the plan to eliminate future DROP and Bonus Program benefits for future participants. You could always “grandfather” participants who are close to retirement.

#### IV. Financial DB Plan Projections

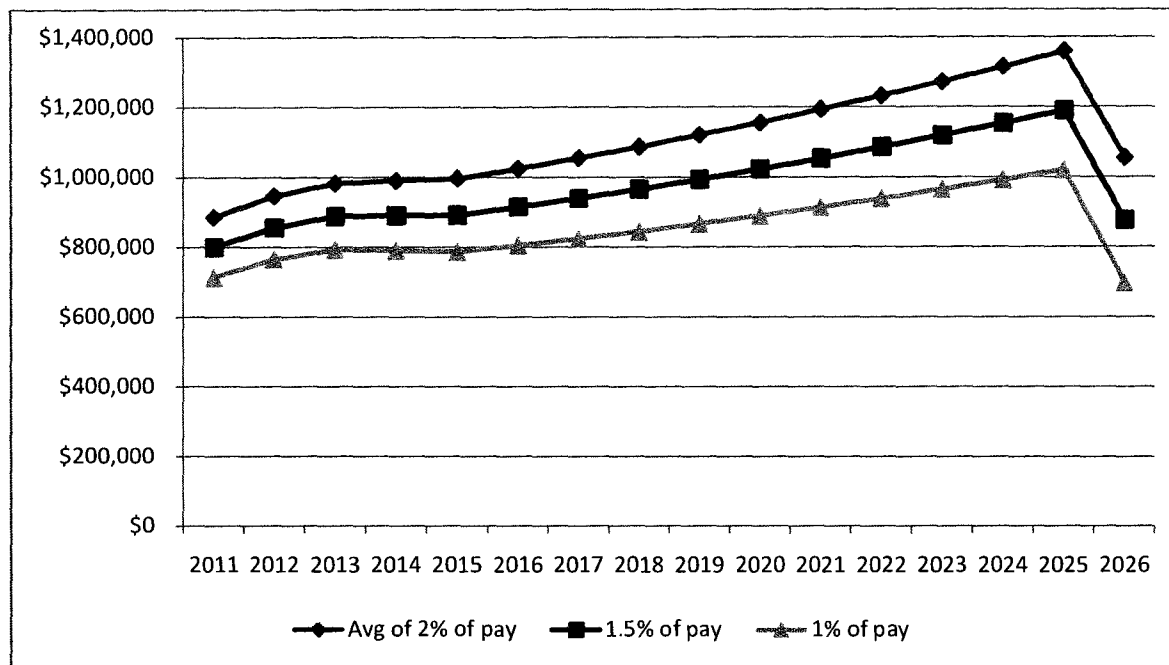
**Current Plan:** In the graph below, we have shown expected ARC for each of the next 15 years. We have shown expected amounts for the ongoing current plan, for a soft freeze of the plan, and for a hard freeze of the plan. For the purposes of this study, we have assumed that any plan change occurred on July 1, 2011.



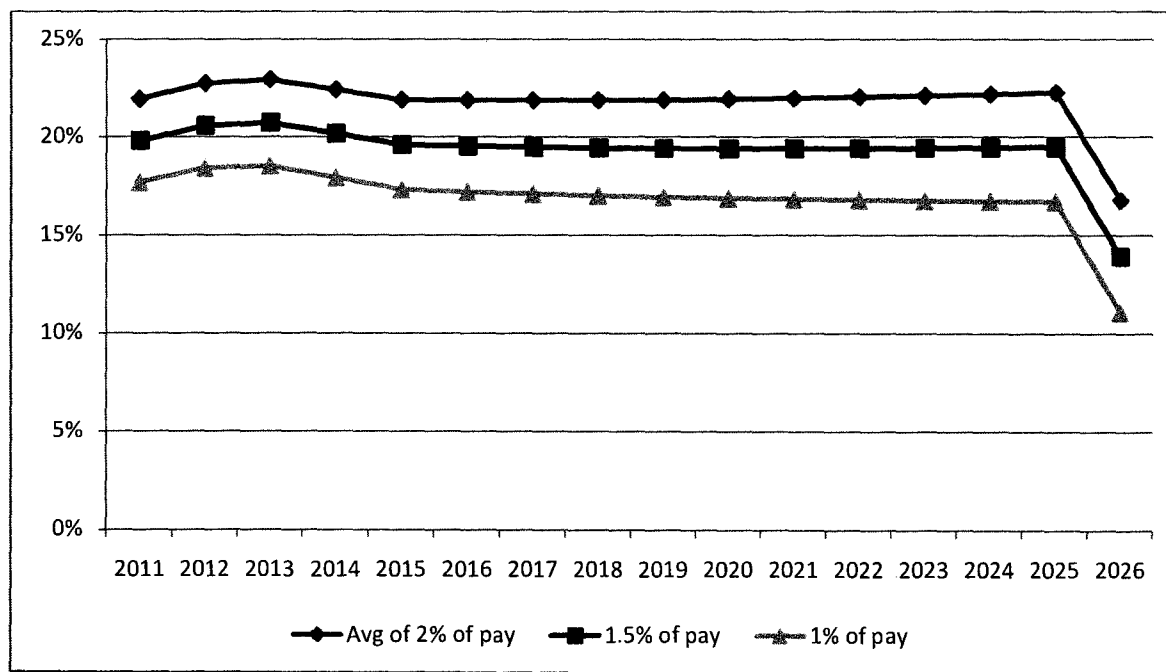
Also, we have shown the same information below, except that the expected ARC is shown as a percentage of covered payroll.



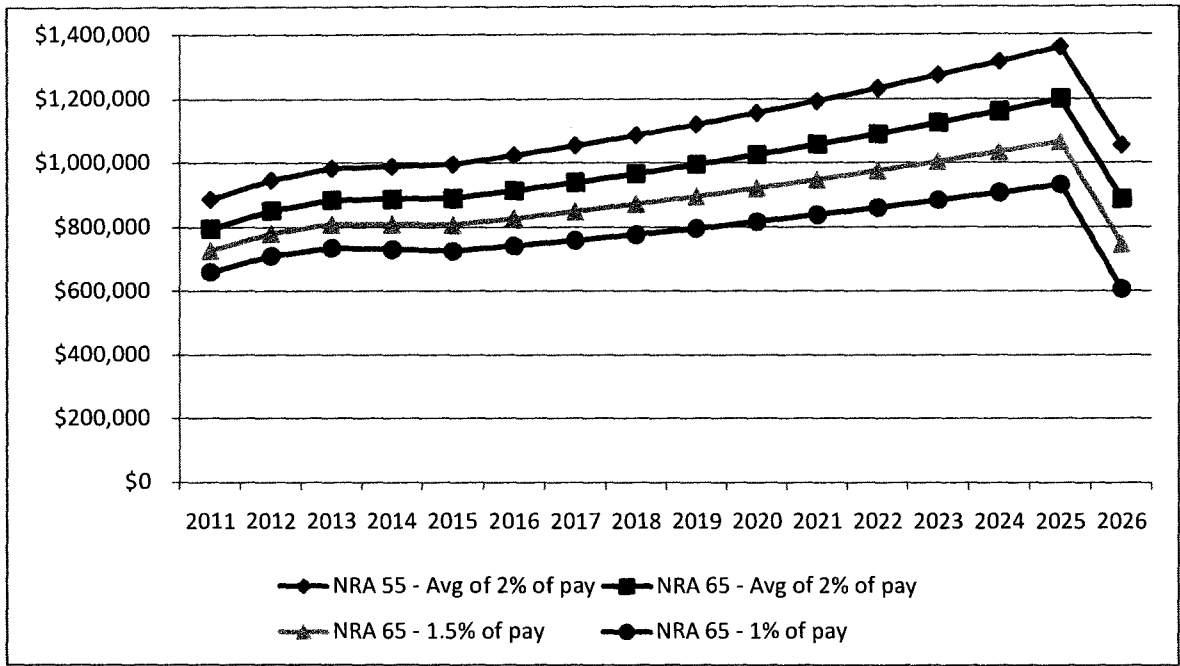
**Possible Plan Formula Changes:** In the graph below, we have shown expected ARC amounts for each of the next 15 years. We have shown expected amounts for the ongoing current plan (using the “average” 2% of pay formula) and for a reduction of the plan formula for future benefit accruals to 1.5% of pay and to 1.0% of pay.



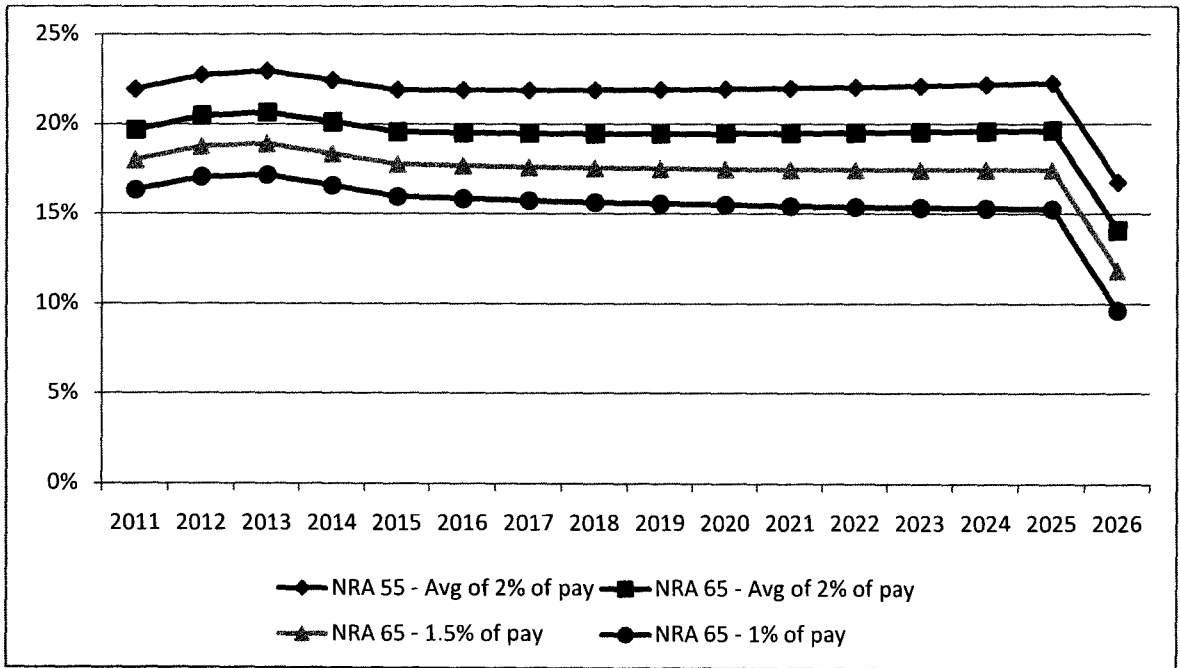
Also, we have shown the same information below, except that the expected ARC is shown as a percentage of covered payroll.



**Possible Plan Formula Change and Change to Normal Retirement Date:** In the graph below, we have shown the expected ARC for each of the next 15 years. We have shown expected amounts for the ongoing current plan (using the “average” 2% of pay formula) assuming the current age 55 normal retirement age, changing the retirement age for future benefit accruals to age 65, as well as for a reduction of the plan formula for future benefit accruals to 1.5% of pay and to 1.0% of pay.



Also, we have shown the same information below, except that the expected ARC is shown as a percentage of covered payroll.



**Assumptions used:** In our 15-year projections of pension plan cost information, we have used the following assumptions:

- 7.2% future annual net investment returns on the market value of plan assets
- Continued use by the plan of the 5-year smoothing of plan asset gains and losses
- Continued monthly plan contributions equal to 1/12<sup>th</sup> of the ARC each year
- 3.0% future annual pay increases
- Plan changes as if they were effective on July 1, 2011

**Census data used:** We have used the same census data as was used in our actuarial valuation report as of July 1, 2011.

**Actuarial methods used:** We have used the same actuarial methods as were used in our actuarial valuation report as of July 1, 2011.

**Plan provisions used:** Except as noted, we have used the same plan provisions as were used in our actuarial valuation report as of July 1, 2011.



# McAlester City Council

## AGENDA REPORT

Meeting Date: November 8, 2011  
Department: Finance  
Prepared By: Toni Ervin  
Date Prepared: November 1, 2011

Item Number: 2  
Account Code:  
Budgeted Amount:  
Exhibits: 12

### Subject

Consider, and act upon, an Ordinance amending Ordinance No. 2392 which established the budget for fiscal year 2011-2012; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency.

Consider, and act upon, approval of the attached Transfer of Appropriations for FY 2011-2012.

### Recommendation

Motion to approve the budget amendment ordinance.

Motion to approve the budget transfers as attached numbered: T1112-013

### Discussion

The budget amendment ordinance is necessary to cover proposed revenue and/or expenditures not included in the budget for this fiscal year.

See attached.

These budget transfers are necessary to fund budgeted and non budgeted items for 2011-2012.

See attached.

### Approved By

		Initial	Date
Department Head		TE	11/1/2011
City Manager	P. Stasiak		11/1/2011



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

**AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING ORDINANCE NO. 2392 WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2011-2012; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City Council heretofore adopted Ordinance No. 2392 setting forth the Budget for Fiscal Year 2011-2012 beginning July 1, 2011 and ending June 30, 2012; 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 5, Section 5.07 (b) of the new City Charter as well as State law; and

**WHEREAS**, the City Council has determined that the proposed amendment to the FY 2011-2012 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.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF McALESTER, OKLAHOMA:**

SECTION 1: The proposed amendment to the FY 2011-2012 Budget of the City of McAlester, Oklahoma, as heretofore adopted by Ordinance, as summarized in Exhibits A-1 through A-12, which is attached hereto and fully incorporated herein by reference, be, and the same hereby are, completely adopted and approved as an amendment to the said FY 2011-2012 Budget.

SECTION 2: All portions of the existing FY 2011-2012 Budget, Ordinance No. 2392 except as specifically herein amended, shall remain in full force and effect, and not be otherwise affected by the adoption of the amendatory ordinance.

SECTION 3: That all other ordinances in conflict herewith are hereby repealed to the extent of any such conflict or inconsistency and all other ordinances not in conflict herewith shall remain in full force and effect.

SECTION 4: Should any paragraph, sentence, subdivision, clause, phrase, or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the

same shall not affect the validity of this ordinance as a whole or any part or provision thereof, other than the part or parts as declared to be invalid, illegal, or unconstitutional.

SECTION 5: That an emergency is hereby declared to exist, and for the provision 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 8th day of November, 2011.**

**CITY OF MCALESTER, OKLAHOMA  
A Municipal Corporation**

By \_\_\_\_\_  
**Kevin E. Priddle, Mayor**

**ATTEST:**

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

**Approved as to form and legality this 8th day of November, 2011.**

\_\_\_\_\_  
**William J. Ervin, City Attorney**

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
01	40999		Fund Balance	45,000.00	24,965.00	69,965.00
				-		-
			Total		24,965.00	

[illegible]

\*\*\* Does not include appropriated fund balance.

A1112-020

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
02	4-0-999		Appropriated Fund Balance	271,777	20,000	291,777
						-
			Total		20,000	

[illegible]

Original Budget - Revenues ***	\$ 9,606,800
Amendments - YTD	-
Current Budget - Revenues	<u>\$ 9,606,800</u>
Original Budget - Expenditures	\$ 9,606,800
Amendments -YTD	266,777
Current Budget - Expenditures	<u>\$ 9,873,577</u>



**City of McAlester**  
**Budget Amendment - FY 2011-2012**  
**General Fund**  
**November 8, 2011**

**Estimated Revenue or Fund Balance**

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
01	40999		Appropriated Fund Balance	69,965	2,789	72,754
				-		-
			Total		2,789	

**appropriations**

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
01	5215140	Interdepartmental	Contingency-pay adjustment	49,000	(49,000)	0
01	5215625	Interdepartmental	Transfers-Airport	106,378	(7,275)	99,103
01	5215627	Interdepartmental	Transfers-Nutrition	227,061	(6,458)	220,603
01	5215635	Interdepartmental	Transfers to Fleet Maintenance	0	6,458	6,458
01	5210101	City Manager	Full-Time Payroll	146,701.00	3,653	150,354
01	5211101	Finance	Full-Time Payroll	196,717.00	2,860	199,577
01	5212101	City Clerk	Full-Time Payroll	48,190.00	1,176	49,366
01	5213101	Municipal Court	Full-Time Payroll	71,775.00	1,591	73,366
01	5225101	Information Technology	Full-Time Payroll	46,009.00	1,139	47,148
01	5320100	CID-Criminal Investigation	Full-Time Payroll	36,560.00	845	37,405
01	5321100	Patrol	Full-Time Payroll-Non Uniform	187,652.00	4,523	192,175
01	5322101	Animal Control	Full-Time Payroll	46,676.00	1,168	47,844
01	5324101	Communications	Full-Time Payroll	103,634	1,899	105,533
01	5431100	Fire	Full-Time Payroll-Non Uniform	176,081	4,302	180,383
01	5542101	Parks	Full-Time Payroll	443,490	12,325	455,815
01	5544101	Recreation	Full-Time Payroll	80,744	1,823	82,567
01	5547101	Cemetery	Full-Time Payroll	199,133	4,603	203,736
01	5548101	Facility Maintenance	Full-Time Payroll	123,811	3,008	126,819
01	5652101	Planning & Community Dev	Full-Time Payroll	149,078	3,600	152,678
01	5653101	Human Resources/Risk Man	Full-Time Payroll	118,772	3,938	122,710
01	5865101	Streets	Full-Time Payroll	396,739	8,762	405,501
					4,940	

**FUND INFORMATION**

Original Budget - Revenues ***	\$ 14,582,512
Amendments - YTD	33,127
<b>Current Budget - Revenues</b>	<b>\$ 14,615,639</b>
Original Budget - Expenditures	\$ 14,582,512
Amendments -YTD	60,881
<b>Current Budget - Expenditures</b>	<b>\$ 14,643,393</b>

\*\*\* Does not include appropriated fund balance.

Approved by the City Council this

November 8, 2011

Explanation of Budget Amendment:

Transfer and Appropriation of funds for 2011-2012 Budget of Non Uniform Payroll increase.

Approved:

Mayor

Attest:

City Clerk

Posted By \_\_\_\_\_ Date \_\_\_\_\_ BA# \_\_\_\_\_ Pkt.# \_\_\_\_\_

**City of McAlester**  
**Budget Amendment - FY 2011-2012**  
**General Fund**  
**November 8, 2011**

**Estimated Revenue or Fund Balance**

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
01	40999		Appropriated Fund Balance	80,029	14,613	94,642
			Total		14,613	

**Appropriations**

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
01	5210108	City Manager	FICA	9,468	227	9,695
01	5210111	City Manager	Medicare	2,215	53	2,268
01	5210110	City Manager	Pension	7,814	405	8,219
01	5211108	Finance	FICA	12,224	178	12,402
01	5211111	Finance	Medicare	2,859	42	2,901
01	5211110	Finance	Pension	34,479	544	35,023
01	5212108	City Clerk	FICA	3,647	73	3,720
01	5212111	City Clerk	Medicare	853	17	870
01	5212110	City Clerk	Pension	9,218	224	9,442
01	5213108	Municipal Court	FICA	7,005	99	7,104
01	5213111	Municipal Court	Medicare	1,639	23	1,662
01	5213110	Municipal Court	Pension	12,769	302	13,071
01	5225108	Information Technology	FICA	2,909	71	2,980
01	5225111	Information Technology	Medicare	681	17	698
01	5225110	Information Technology	Pension	8,919	217	9,136
01	5320108	CID-Criminal Investigation	FICA	2,347	53	2,400
01	5320111	CID-Criminal Investigation	Medicare	5,901	12	5,913
01	5320110	CID-Criminal Investigation	Pension	7,196	161	7,357
01	5321108	Patrol	FICA	3,982	48	4,030
01	5321111	Patrol	Medicare	26,191	37	26,228
01	5321110	Patrol	Pension	21,885	754	22,639
01	5322108	Animal Control	FICA	2,963	72	3,035
01	5322111	Animal Control	Medicare	693	17	710
01	5322110	Animal Control	Pension	8,873	222	9,095
01	5324108	Communications	FICA	6,602	118	6,720
01	5324111	Communications	Medicare	1,545	28	1,573
01	5324110	Communications	Pension	19,768	361	20,129
01	5431108	Fire	FICA	2,157	50	2,207
01	5431111	Fire	Medicare	20,725	12	20,737
01	5431110	Fire	Pension	6,614	607	7,221
01	5542108	Parks	FICA	28,488	631	29,119
01	5542111	Parks	Medicare	6,663	148	6,811
01	5542110	Parks	Pension	82,217	1,934	84,151
01	5544108	Recreation	FICA	8,969	113	9,082
01	5544111	Recreation	Medicare	2,098	26	2,124
01	5544110	Recreation	Pension	14,512	347	14,859
01	5547108	Cemetery	FICA	13,435	285	13,720
01	5547111	Cemetery	Medicare	3,142	67	3,209
01	5547110	Cemetery	Pension	36,220	875	37,095
01	5548108	Facility Maintenance	FICA	7,934	186	8,120
01	5548111	Facility Maintenance	Medicare	1,856	44	1,900
01	5548110	Facility Maintenance	Pension	23,947	572	24,519
01	5652108	Planning & Community Dev	FICA	10,872	223	11,095
01	5652111	Planning & Community Dev	Medicare	2,543	52	2,595
01	5652110	Planning & Community Dev	Pension	29,336	684	30,020
01	5653108	Human Resources/Risk Man	FICA	7,516	244	7,760
01	5653111	Human Resources/Risk Man	Medicare	1,758	56	1,814
01	5653110	Human Resources/Risk Man	Pension	22,997	747	23,744
01	5865108	Streets	FICA	26,785	543	27,328
01	5865111	Streets	Medicare	6,265	127	6,392
01	5865110	Streets	Pension	76,583	1,665	78,248
					14,613	

**FUND INFORMATION**

Original Budget - Revenues ***	\$ 14,582,512
Amendments - YTD	33,127
Current Budget - Revenues	\$ 14,615,639
Original Budget - Expenditures	\$ 14,582,512
Amendments - YTD	75,494
Current Budget - Expenditures	\$ 14,658,006

\*\*\* Does not include appropriated fund balance.

Approved by the City Council this  
November 8, 2011

Explanation of Budget Amendment:

Transfer and Appropriation of funds for 2011-2012 Budget of Non Uniform Payroll increase.  
It takes into account the additional amounts of FICA, Medicare, and Pension in the budget.

Approved:

Mayor

Attest:

City Clerk

Posted By \_\_\_\_\_ Date \_\_\_\_\_ BA# \_\_\_\_\_ Pkt.# \_\_\_\_\_

**City of McAlester**  
**Budget Amendment - FY 2011-2012**  
**MPWA**  
**November 8, 2011**

**Estimated Revenue or Fund Balance**

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
02	40999		Fund Balance	45,000	17,754	62,754
						-
			Total		17,754	

**Appropriations**

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
02	5267140	Interdepartmental	Contingency-pay adjustment	30,000	(30,000)	-
02	5216101	Utility Billing & Collections	Full-Time Payroll	202,257	5,012	207,269
02	5216108	Utility Billing & Collections	FICA	14,207	311	14,518
02	5216111	Utility Billing & Collections	Medicare	3,323	73	3,396
02	5216110	Utility Billing & Collections	Pension	39,099	953	40,052
02	5864101	Landfill	Full-Time Payroll	127,608	2,573	130,181
02	5864108	Landfill	FICA	8,867	160	9,027
02	5864111	Landfill	Medicare	2,074	37	2,111
02	5864110	Landfill	Pension	24,704	489	25,193
02	5866101	Refuse Collection	Full-Time Payroll	29,453	754	30,207
02	5866108	Refuse Collection	FICA	2,047	47	2,094
02	5866111	Refuse Collection	Medicare	479	11	490
02	5866110	Refuse Collection	Pension	5,657	143	5,800
02	5871101	Engineering	Full-Time Payroll	210,036	5,171	215,207
02	5871108	Engineering	FICA	13,238	321	13,559
02	5871111	Engineering	Medicare	3,096	75	3,171
02	5871110	Engineering	Pension	40,493	983	41,476
02	5972101	Utilities Administration	Full-Time Payroll	100,801	2,465	103,266
02	5972108	Utilities Administration	FICA	6,352	153	6,505
02	5972111	Utilities Administration	Medicare	1,486	36	1,522
02	5972110	Utilities Administration	Pension	19,475	469	19,944
02	5973101	Waste Water Treatment	Full-Time Payroll	362,565	8,225	370,790
02	5973108	Waste Water Treatment	FICA	23,429	510	23,939
02	5973111	Waste Water Treatment	Medicare	5,480	119	5,599
02	5973110	Waste Water Treatment	Pension	70,315	1,564	71,879
02	5974101	Water Treatment	Full-Time Payroll	255,572	6,318	261,890
02	5974108	Water Treatment	FICA	17,445	392	17,837
02	5974111	Water Treatment	Medicare	4,080	92	4,172
02	5974110	Water Treatment	Pension	49,494	1,201	50,695
02	5975101	Utility Maintenance	Full-Time Payroll	273,985	9,334	283,319
02	5975108	Utility Maintenance	FICA	18,342	445	18,787
02	5975111	Utility Maintenance	Medicare	4,290	104	4,394
02	5975110	Utility Maintenance	Pension	52,376	1,365	53,741
					19,905.00	

**FUND INFORMATION**

Original Budget - Revenues ***	\$ 9,606,800	*** Does not include appropriated fund balance.
Amendments - YTD	-	
Current Budget - Revenues	\$ 9,606,800	
Original Budget - Expenditures	\$ 9,606,800	
Amendments - YTD	264,531	
Current Budget - Expenditures	\$ 9,871,331	

Approved by the City Council this

November 8, 2011

Explanation of Budget Amendment:

Transfer and Appropriation of funds for 2011-2012 Budget of Non Uniform Payroll increase.

It takes into account the additional amounts of FICA, Medicare, and Pension in the budget.

Approved:

Mayor

Attest:

City Clerk

Posted By \_\_\_\_\_ Date \_\_\_\_\_ BA# \_\_\_\_\_ Pkt.# \_\_\_\_\_



Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
03	40720		Transfer from General Fund	106,378	(7,275)	99,103
						-
			Total		(7,275)	-

[illegible]

Original Budget - Revenues ***	\$ 223,478
Amendments - YTD	(7,275)
Current Budget - Revenues	\$ 216,203
Original Budget - Expenditures	\$ 223,478
Amendments -YTD	(7,275)
Current Budget - Expenditures	\$ 216,203

A1112-026

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
08	40723		Transfer from General Fund	219,061	(6,458)	212,603
						-
			Total		(6,458)	-

[illegible]

Original Budget - Revenues ***	\$ 293,861
Amendments - YTD	(6,458)
Current Budget - Revenues	\$ 287,403
Original Budget - Expenditures	\$ 293,861
Amendments -YTD	(6,458)
Current Budget - Expenditures	\$ 287,403

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
35	40701		Transfer from General Fund	-	6,458	6,458
						-
			Total		6,458	-

[illegible]

Original Budget - Revenues ***	\$ 755,641
Amendments - YTD	6,458
Current Budget - Revenues	\$ 762,099
Original Budget - Expenditures	\$ 755,641
Amendments - YTD	6,458
Current Budget - Expenditures	\$ 762,099

A1112-028

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
29	40999		Appropriate Fund Balance	118,156	5,418	123,574
						-
			Total		5,418	-

[illegible]

Original Budget - Revenues ***	\$ 689,000
Amendments - YTD	-
Current Budget - Revenues	\$ 689,000
Original Budget - Expenditures	\$ 465,668
Amendments -YTD	123,578
Current Budget - Expenditures	\$ 589,246

Approved by the City Council this  
November 8, 2011

Transfer and Appropriation of funds for 2011-2012 Budget of Non Uniform Payroll increase.  
It takes into account the additional amounts of FICA, Medicare, and Pension in the budget.

**Mavor**

Posted By \_\_\_\_\_ Date \_\_\_\_\_ BA# \_\_\_\_\_ Pkt.# \_\_\_\_\_

A1112-029

# FY 11-12 Budget Amendments listed by Fund

					Revenue	Expense	Total by Fund	
							Revenue	Expense
011	9/13/11	01	General Fund	Approp. Funds for Highway Safety Grant	33,127	33,127		
020	11/8/11	01	General Fund	Approp Funds for Website Design	-	24,965		
023	11/8/11	01	General Fund	Approp Fund for Pay adjustment	-	2,789		
024	11/8/11	01	General Fund	Approp Fund for Pay adjustment	-	14,613	33,127	75,494
014	10/11/11	02	MPWA	Approp. Fund bal for 2010 CDBG and CIP	-	246,777		
021	11/8/11	02	MPWA	Approp. Funds for capital project-Traffic Light	-	20,000		
025	11/8/11	02	MPWA	Approp Fund for Pay adjustment	-	17,754	-	284,531
026	11/8/11	03	Airport	Approp Fund for Pay adjustment	(7,275)	(7,275)	(7,275)	(7,275)
027	11/8/11	08	Nutrition	Approp Fund for Pay adjustment	(6,458)	(6,458)	(6,458)	(6,458)
019	10/25/11	14	Police Grant Fund	Approp Funds for grant for radios	10,000	10,000	10,000	10,000
006	8/23/11	21	Economic Development	Approp. Fund Bal for ED Proj.	-	669,000	-	669,000
010	8/23/11	24	Airport Grant	Approp. Fund Bal for Airport Grant	50,000	55,750		
012	9/13/11	24	FAA Runway Grant	Approp. Funds for FAA Runway 02/20 drainage	77,212	77,212	127,212	132,962
017	11/8/11	27	Tourism Fund	Approp. Fund for partnership	-	10,290	-	10,290
018	10/25/11	29	E-911 Fund	Approp Fund for new personnel positions	-	118,160		
029	11/8/11	29	E911 Fund	Approp Fund for Pay adjustment	-	5,418	-	123,578
005	8/23/11	30	Economic Development	Approp. Fund Bal for ED Proj.	669,000	669,000		
013	10/11/11	30	Economic Development	Approp. Fund balance for 8 inch Water Main at T	-	135,150	669,000	804,150
003	7/12/11	32	Gifts & Contributions	Appropriate Fund Balances, etc.	-	12,384	-	12,384
007	8/23/11	33	CDBG Grant Fund	Appropriate Fund Balances, etc.	142,634	233,264		
016	10/11/11	33	CDBG Grant Fund	Appropriate Fund Balances, etc.	148,000	148,000	290,634	381,264
028	11/8/11	35	Fleet Maintenance	Approp Fund for Pay adjustment	6,458	6,458	6,458	6,458
001	7/12/11	41	Capital Improvement	Appropriate Fund Balances, etc.	38,286	1,496,933		
004	8/23/11	41	Capital Improvement	Appropriate Fund Balances, etc.	-	278,879		
008	8/23/11	41	Capital Improvement	Appropriate Fund Balances, etc.	38,286	52,004		
009	8/23/11	41	Capital Improvement	Approp. Fund Bal for Airport Grant	-	50,000		
015	10/11/11	41	Capital Improvement	Approp. Funds for capital projects	172,651	172,651		
022	11/8/11	41	Capital Improvement	Approp. Funds for capital project-Traffic Light	15,000	15,000	264,223	2,065,467
002	7/12/11	42	Federal Forfeiture Fund	Appropriate Fund Balances, etc.	-	8,200	-	8,200

**City of McAlester**  
**Transfer of Appropriation - FY 2011-2012**  
**Southeast Expo**  
**11/08/2011**

**Account Appropriated From**

Fund Number	Account Number	Department	Description	Balance Before Adjustment	Amount of Adjustment (Decrease)	Balance After Adjustment
28	5654480	Southeast Expo	Contingency	5,705	(5,705)	-
						-
						-
						-
						-
						-
Total					<u>\$ (5,705)</u>	

**Account Appropriated To**

Fund Number	Account Number	Department	Description	Balance Before Adjustment	Amount of Adjustment Increase	Balance After Adjustment
28	5654101	Southeast Expo	Full-Time Payroll	145,475	4,884	150,359
28	5654108	Southeast Expo	FICA	10,414	191	10,605
28	5654111	Southeast Expo	Medicare	2,436	45	2,481
28	5654110	Southeast Expo	Pension	27,889	585	28,474
						-
						-
						-
						-
						-
						-
						-
						-
Total					<u>\$ 5,705</u>	

Reason for Transfer: Transfer funds for 2011-2012 Budget of Non Uniform Payroll increase.

It takes into account the additional amounts of FICA, Medicare, and Pension in the budget.

Approval \_\_\_\_\_  
 Department Head

Approval: \_\_\_\_\_  
 City Manager Date

Approval \_\_\_\_\_ Posted By \_\_\_\_\_ Date \_\_\_\_\_ BA# \_\_\_\_\_ Pkt.# \_\_\_\_\_  
 Chief Financial Officer

Fund Number	Account Number	Department	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
27	3001		Fund Balance		10,290.00	10,290.00
						-
			Total		10,290.00	

[illegible]

Original Budget - Revenues ***	\$ 556,855
Amendments	-
Current Budget - Revenues	\$ 556,855
Original Budget - Expenditures	\$ 517,900
Amendments	10,290
Current Budget - Expenditures	\$ 528,190

A1112-017



# McAlester City Council

## AGENDA REPORT

Meeting Date: November 8, 2011  
Department: City Manager  
Prepared By: Peter J. Stasiak, City Mgr  
Date Prepared: October 17, 2011

Item Number: 3  
Account Code:  
Budgeted Amount:  
Exhibits: 3

**TABLED FROM PREVIOUS MEETING** - Consider and act upon, authorizing the Mayor to sign a contract to partner with the McAlester Chamber of Commerce to produce the McAlester Tourism Guide, an amount not to exceed \$10,290.00.

### Recommendation

Motion to approve the contract to partner with the McAlester Chamber of Commerce in the amount not to exceed \$10,290.00 for the McAlester Tourism Guide. This will come out of the fund balance.

### Discussion

A partnership between the City of McAlester and The McAlester Chamber of Commerce which the Chamber agrees to produce, sell, print and distribute the annual McAlester Tourism Guide. The City shall not be liable for any costs other than the price specified and the amount not to exceed \$10,290.00.

### Attachment

- Contract.
- Letter from McAlester Chamber of Commerce.
- Quote for Tourism Guides.

### Approved By

	Initial	Date
Department Head		
City Manager	P. Stasiak <i>PJS</i>	10/31/11



## CONTRACT FOR SERVICES

This Contract, made and entered into this 8th day of November, 2011, by and between The City of McAlester ("City") and The McAlester Chamber of Commerce ("Chamber") (together, the "Parties") is for the services described more fully hereunder.

The Parties hereto agree that the Chamber shall produce (the "Services") a McAlester Tourism Guide in accordance with the provisions set forth below, and as more specifically described in Appendices A & B, which are attached hereto and incorporated herein by reference. *The Parties further agree as follows:*

- 1. Scope of Services.** The Chamber agrees to produce, sell, print (through a local commercial printing service) and distribute the annual McAlester Tourism Guide ("Guide"):
  - a. The Guide will depict points of interest, festivals, groups/organizations, historic sites, Southeast Expo Center, hotels, restaurants, shopping, etc that will generate interest and information about McAlester and the surrounding areas. A 2-page section of said Guide will be dedicated to the 2011 Oklahoma Mission of Mercy and the Southeastern Expo Center amenities and services.
  - b. The Chamber shall be exclusively entitled to sell advertisement space within the Guide to both Chamber Members and Non-Chamber Businesses.
  - c. The Chamber will have final authority on the theme, editorial and photographic content of the Guide.
- 2. Term.** The Services shall commence on or about November 10 ("Start Date") and continue through January 31, when the Guide shall be distributed ("Invoice Date"). The Chamber shall provide a notification of Performance of Services approximately thirty (30) days prior to the annual Start Date.
- 3. Price and Payment.** The City shall pay to the Chamber the sum specified in the annual Notice of Performance of Services within thirty (30) days of completion of Services and receipt of Invoice. The City shall not be liable for any costs other than the Price specified therein, an amount not to exceed \$10,290.00.

### *Accepted:*

For the City:

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

28 E. Washington (PO Box 578)  
McAlester, OK 74502  
918-423-9300

For the Chamber:

Tanaye Harvanek, CEO/President  
\_\_\_\_\_  
Print Name, Title

Tanaye Harvanek  
\_\_\_\_\_  
Signature

10/27/11  
\_\_\_\_\_  
Date

101 S. 2<sup>nd</sup> St., Ste. B (PO Box 759)  
McAlester, OK 74502  
918-423-2550

Appendices:

A - Briggs Printing Quote (7/26/11)



October 1, 2011

Mr. Pete Stasiak, City Manager  
City Hall  
City of McAlester, OK  
PO Box 578  
McAlester, OK 74502

Mr. Stasiak,

On behalf of the Chamber Board of Directors and Chamber Staff, I would like to begin by thanking you and the City of McAlester for the support of the 2011 McAlester travel guide, **McAlester.dotorg Worth the Trip.** This publication was the first of it's kind in recent history for our area, and we are pleased to report that the publication was well received.

Seven thousand and five hundred copies of this publication were printed and in January of 2011, three thousand of these were sent to the Oklahoma Travel and Tourism distribution center and from there forwarded to all twelve Oklahoma travel stop destinations. We are happy to report that in March 2011, our office received a phone call from Oklahoma Travel and Tourism requesting another shipment of three thousand copies due to the fact that all shelves had been cleared.

Currently we have less than six hundred copies in our office at this time. Copies have been distributed in the following ways: visitors, rallies, trainings, relocation, tourism and local events, citizens and businesses.

The Chamber is interested in continuing this publication for our area. The Board of Directors and Chamber Staff feel that this publication is an informative piece to help disperse information regarding McAlester. We have found through phone calls and email requests that not only were travelers who had picked up the publication finding it informative for themselves, but were requesting copies be sent to them for friends and family.

We hope that the City of McAlester will find this project as beneficial as the Chamber has and will continue to support our efforts in helping the City of McAlester Tourism department in informing travelers and visitors of McAlester's ability to entertain and meet their travel needs.

Thank you and the City Council for your consideration in this matter. Attached you will find quotes obtained from one of our local printing companies detailing prices for the publication. We are requesting assistance from the City of McAlester in the amount of \$10,290.00 for a 36 page publication including composition, printing, tax, shipment and delivery. If you find that you have any questions regarding these quotes, please feel free to contact me at any time.

Yours in business,

Tanaye Harvanek, CEO/President  
McAlester Chamber of Commerce  
101 S. 2<sup>nd</sup> St., Ste. B  
PO Box 759  
McAlester, OK 74502  
918-423-2550  
Fax: 918-423-1345  
[Tanaye@mcalester.org](mailto:Tanaye@mcalester.org)  
[www.mcalester.org](http://www.mcalester.org)

**BRIGGS PRINTING, LLC**  
**505 South Second**  
**McAlester, OK 74501**  
**918 423-7326 or Toll Free 888 267-3608**  
**FAX 918 423-3557**

**Estimate Number: 16516**

7/26/2011

Customer ID: 32550  
McAlester Chamber of Commerce  
10 South Third  
P. O. Box 759  
McAlester, OK 74502

Thank you for allowing us to help with your printing needs. We appreciate the opportunity to serve you. Please call if you have any questions about your quote.

This quote is good for 30 days.

<b>Quantities</b>	<b>9000</b>	<b>0</b>	<b>0</b>
<b>Unit Cost:</b>	\$1.14339	\$0	\$0
<b>Unit Cost per 1000:</b>	\$1,143.39	\$0.00	\$0.00
<b>Estimate Price:</b>	<b>\$10,290.50</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Estimate Specifications**

<b>Description</b>	2011 Chamber Tourism Magazine - 36 pages including TAX
<b>Type of Estimate:</b>	Flat Sheet
<b>Finished Size:</b>	8.5 x 11
<b>Stock Description:</b>	Custom Stock No Reference Code, WHITE, 0#
<b>Graphics Operation:</b>	Photo Composition
<b>Additional Operations:</b>	print and finish, Freight, TAX

**Authorized By:**\_\_\_\_\_ **Date:**\_\_\_\_\_



# McAlester City Council

## AGENDA REPORT

Meeting Date: November 8, 2011  
Department: City Manager  
Prepared By: Peter J. Stasiak, CM  
Date Prepared: October 31, 2011

Item Number: 4  
Account Code: \_\_\_\_\_  
Budgeted Amount: \_\_\_\_\_  
Exhibits: 2

### Subject

Discussion and possible action, to approve an Ordinance to amend Ordinance Number 2132 to establish new ward boundary lines as a result of recent redistricting and adopting new legal descriptions for the six wards throughout the city.

### Recommendation

Motion to approve amending Ordinance Number 2132 to establish new ward boundary lines.

### Discussion

The changes are a result of redistricting, which is required every decade following the federal census to rebalance the population in each ward.

Redistricting is a requirement of both federal law and the City Charter.

- 1.) Ordinance.
- 2.) New Ward Map.

### Approved By

*Initial*

*Date*

Department Head

City Manager

P. Stasiak

*PJS*

10/31/2011

O R D I N A N C E   N O. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING  
ORDINANCE NO. 2132, AN ORDINANCE REGULATING THE WARD BOUNDARIES  
OF McALESTER, OKLAHOMA, KNOWN AS FIRST WARD, SECOND WARD,  
THIRD WARD, FOURTH WARD, FIFTH WARD, SIXTH WARD; AND PROVIDING A  
SPECIFIC DESCRIPTION OF EACH WARD BOUNDARY.

\* \* \* \* \*

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

**SECTION 1: SHORT TITLE.** This Ordinance shall hereafter be known and cited as  
the "Ward Boundary Ordinance".

**SECTION 2: DESCRIPTION.** The Ward boundaries of the City of McAlester,  
Oklahoma, are as follows:

~~**FIRST WARD:** Said Ward shall begin at the intersection of the center of the north-south right-of-way of the Union Pacific Railroad and the center of the right-of-way of Gene Stipe Boulevard; thence southerly along the center of the right-of-way of the Union Pacific Railway to its intersection with the center of the right-of-way of Washington Avenue; thence easterly along the center of the right-of-way of Washington Avenue to its intersection with the eastern City Limits; thence northerly along the eastern City Limits to its intersection with the center of the right-of-way of Gene Stipe Boulevard; thence westerly along the center of the right-of-way of Gene Stipe Boulevard to its intersection with the center of the right-of-way of 15<sup>th</sup> Street; thence northerly along the center of the right-of-way of 15<sup>th</sup> Street to its intersection with the center of the right-of-way of Keller Avenue; thence westerly along the center of the right-of-way of Keller Avenue to its intersection with the center of the right-of-way of 11<sup>th</sup> Street; thence southerly along the center of the right-of-way of 11<sup>th</sup> Street to its intersection with the center of the right-of-way of Gene Stipe Boulevard; thence westerly along the center of the right-of-way of Gene Stipe Boulevard to the point of beginning.~~

**FIRST WARD:** Said Ward shall begin at intersection of the center of west Electric Avenue right-of-way and the center of north "D" Street right-of-way; thence southerly along the center of the right-of-way of north "D" Street to its intersection with the center of the right-of-way of west Madison Avenue; thence easterly along the center of the right-of-way of west Madison Avenue to its intersection of the center of the north-south right-of-way of the Union Pacific Railway; thence southerly along the center of the right-of-way of the Union Pacific Railway to its intersection with the center of the right-of-way of Carl Albert Parkway; thence easterly along the center of the right-of-way of Carl Albert Parkway to its intersection with the easterly City Limits; thence northerly along the easterly City Limits to its intersection with the center of the right-of-way of east Electric Avenue; thence westerly along the center of the right-of-way of Electric Avenue to its intersection with the center of right-of-way of north "D" Street and point of beginning.

~~**SECOND WARD:** All that part of the City south and east of the following described line: beginning at the intersection of the center of the right-of-way of Business US-69 Highway and the center of the right-of-way of Oklahoma Avenue; thence easterly along the center of the right-of-way of Oklahoma Avenue to its intersection with the center of the right-of-way of 5<sup>th</sup> Street; thence northerly along the center of the right-of-way of 5<sup>th</sup> Street to its intersection with the center of right-of-way of Indiana Avenue; thence easterly along the center of the right-of-way of Indiana Avenue to its intersection with the center of the right-of-way of 9<sup>th</sup> Street; thence northerly along the center of the right-of-way of 9<sup>th</sup> Street to its intersection with the center of the right-of-way of South Avenue; thence easterly along the center of the right-of-way of South Avenue to its intersection with the easterly City Limits.~~

**SECOND WARD:** All that part of the City south and east of the following described line; beginning at the intersection of the center of the right-of-way of Business U.S. 69 Highway and the center of the right-of-way of Oklahoma Avenue; thence easterly along the center of the right-of-way of Oklahoma Avenue to its intersection with the center of right-of-way of Fifth Street; thence northerly along the center of the right-of-way of Fifth Street to its intersection with the center of the right-of-way of Indiana Avenue; thence easterly along the center of the right-of-way of Indiana Avenue to its intersection with the center of the right-of-way of Ninth Street; thence northerly along the center of the right-of-way of Ninth Street to its intersection with the center of right-of-way of South Avenue; thence easterly along the center of the right-of-way of South Avenue to its intersection with the easterly City Limits.

**THIRD WARD:** All that part of the City south and west of the following described line: beginning at the intersection of the center of the right-of-way of the Chicago Rock Island and Union Pacific Railway and the center of the right-of-way of West Street; thence easterly along the center of the right-of-way of the Chicago Rock Island and Union Pacific Railway to its intersection with the center of the north-south right-of-way of the Union Pacific Railway; thence southerly along the center of the right-of-way of the Union Pacific Railway to its intersection with the center of the right-of-way of Ottawa Avenue; thence easterly along the center of the right-of-way of Ottawa Avenue to its intersection with the center of the right-of-way of 2<sup>nd</sup> Street; thence southerly along the center of the right-of-way of 2<sup>nd</sup> Street to its intersection with the center of the right-of-way of Miami Avenue; thence easterly along the center of the right-of-way of Miami Avenue to its intersection with the center of the right-of-way of 9<sup>th</sup> Street; thence southerly along the center of the right-of-way of 9<sup>th</sup> Street to its intersection with the center of the right-of-way of Indiana Avenue; thence westerly along the center of the right-of-way of Indiana Avenue to its intersection with the center of the right-of-way of 5<sup>th</sup> Street; thence southerly along the center of the right-of-way of 5<sup>th</sup> Street to its intersection with the center of the right-of-way of Oklahoma Avenue; thence westerly along the center of the right-of-way of Oklahoma Avenue to the center of the right-of-way of US 69 Business Highway.

**THIRD WARD:** All that part of the City south and west of the following described line: beginning at intersection of the center of the right-of-way of Chicago, Rock Island and Union Pacific Railway and the center line of the right-of-way of West street; thence northerly along the center line of the right-of-way of West Street to its intersection with the center of the right-of-way of west Madison Avenue; thence easterly along the center of right-of-way of west Madison Avenue to its intersection with the center of north-south right-of-way of the Union Pacific Railway; thence southerly along the center of the north-south right-of-way of the Union Pacific Railway to its intersection with the center of the right-of-way of Ottawa Avenue; thence easterly along the center of right-of-way of Ottawa Avenue to its intersection with the center of right-of-way of Second Street; then southerly along the center of the right-of-way of Second Street to its intersection with the center of right-of-way of east Seneca Avenue; thence easterly along the center of the right-of-way of east Seneca Avenue to its intersection with the center of right-of-way of Ninth Street; thence southerly along the center of right-of-way of Ninth Street to its intersection with the center of right-of-way of Indiana Avenue; thence westerly along the center of right-of-way of Indiana Avenue to its intersection with the center of the right-of-way of Fifth Street; thence southerly along the center of right-of-way of Fifth Street to its intersection with the center of the right-of-way of Oklahoma Avenue; thence westerly along the center of right-of-way of Oklahoma Avenue to its intersection with the center of the right-of-way of U.S. 69 Business Highway.

**FOURTH WARD:** All that part of the City north of the center of the southerly east-west right-of-way of the Union Pacific Railway and west of the following described line: beginning at the intersection of the center of the southerly east-west Union Pacific Railway right-of-way and the center of the Union Pacific Railway north-south right-of-way; thence northerly along the center of the Union Pacific Railway north-south right-of-way to its intersection with the center of the right-of-way of Gene Stipe Boulevard; thence westerly along the center of the right-of-way of Gene Stipe Boulevard to the center of the right-of-way of Hickory Street; thence northerly along the center of the right-of-way of Hickory

Street to the center of the right-of-way of Stonewall Avenue; thence westerly along the center of the right-of-way of Stonewall Avenue to its intersection with the center of the right-of-way of Talawanda Street; thence northerly along the center of the right-of-way of Talawanda Street to its intersection with the City Limits.

**FOURTH WARD:** All that part of the City north and west of the following described line: beginning at the intersection of the center of the right-of-way of the Chicago, Rock Island and Union Pacific Railway and the center of the right-of-way of West Street; thence northerly along the center of the right-of-way of West Street to its intersection with the center of the right-of-way of west Madison Avenue; thence easterly along the center of the right-of-way of west Madison Avenue to its intersection with the center of the right-of-way of north "D" Street; thence northerly along the center of right-of-way of north "D" street to its intersection with the center of the right-of-way of west Electric Avenue; thence easterly along the center of right-of-way of west Electric Avenue to its intersection with the center of the right-of-way of Hickory Street; thence northerly along the center of right-of-way of Hickory Street to the City Limits.

**FIFTH WARD:** ~~All that part of the City generally north and east of the following described line: beginning at the intersection of the north City Limits and the center of the right-of-way of Talawanda Street; thence southerly along the center of the right-of-way of Talawanda Street to its intersection with the center of the right-of-way of Stonewall Avenue; thence easterly along the center of the right of way of Stonewall Avenue to its intersection with the center of the right of way of Hickory Street; thence southerly along the center of the right-of-way of Hickory Street to its intersection with the center of the right-of-way of Gene Stipe Boulevard; thence easterly along the center of the right of way of Gene Stipe Boulevard to its intersection with the right of way of 44<sup>th</sup> Street; thence northerly along the center of the right-of-way of 44<sup>th</sup> Street to its intersection with the center of the right-of-way of Keller Avenue; thence easterly along the center of the right-of-way of Keller Avenue to its intersection with the center of the right-of-way of 15<sup>th</sup> Street; thence southerly along the center of the right-of-way of 15<sup>th</sup> Street to its intersection with the right of way of Gene Stipe Boulevard; thence easterly along the center of the right of way of Gene Stipe Boulevard to its intersection with the easterly City Limits.~~

**FIFTH WARD:** All that part of the City north and east of the following described line: beginning at the intersection of the center of the right-of-way of Hickory Street and the center of the right-of-way of west Coal Avenue; thence southerly along the center of the right-of-way of Hickory Street to its intersection with the center of the right-of-way of west Electric Avenue; thence easterly along the center of the right-of-way of Electric Avenue to its intersection with the easterly City Limits.

**SIXTH WARD:** ~~All that part of the City within the following described boundaries: beginning at the intersection of the easterly City Limits and the center of the right-of-way of Washington Avenue; thence westerly along the center of the right-of-way of Washington Avenue to its intersection with the center of the north-south right-of-way of the Union Pacific Railway; thence southerly along the right-of-way of the Union Pacific Railway to its intersection with the center of the right-of-way of Ottawa Avenue; thence easterly along the center of the right-of-way of Ottawa Avenue to its intersection with the right-of-way of 2<sup>nd</sup> Street; thence southerly along the center of the right-of-way of 2<sup>nd</sup> Street to its intersection with the right-of-way of Miami Avenue; thence easterly along the center of the right-of-way of Miami Avenue to its intersection with the right-of-way of 9<sup>th</sup> Street; thence southerly along the center of the right-of-way of 9<sup>th</sup> Street to its intersection with the center of the right-of-way of South Avenue; thence easterly along the center of the right-of-way of South Avenue to its intersection of the easterly City Limits.~~

**SIXTH WARD:** All that part of the City within the following described boundaries: beginning at the intersection of the easterly City Limits and the center of the right-of-way of Carl Albert Parkway; thence westerly along the center of the right-of-way of Carl Albert Parkway to its intersection with the center of the north-south right-of-way of the Union Pacific Railway; thence southerly along the center of the north-south right-of-way of the Union Pacific Railway to its intersection with the center of the right-of-way of Ottawa Avenue; thence easterly along the center of the right-of-way of Ottawa Avenue to its intersection with the center of the right-of-way of Second Street; thence southerly



along the center of the right-of-way of Second Street to its intersection with the center of the right-of-way of east Seneca Avenue; thence easterly along the center of the right-of-way of east Seneca Avenue to its intersection with the center of the right-of-way of Ninth Street; thence southerly along the center of the right-of-way of Ninth Street to its intersection with the center of the right-of-way of South Avenue; thence easterly along the center of the right-of-way of South Avenue to its intersection with the easterly City Limits.

**SECTION 3: SEPARABILITY.** If any section, sub-section, sentence, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, then such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion thereof.

**SECTION 4: ORDINANCES REPEALED.** Any Ordinances and/or parts of Ordinances in conflict herewith are hereby repealed.

**SECTION 5: ORDINANCE EFFECTIVE DATE.** This Ordinance shall take effect \_\_\_\_\_, 2011.

**CITY OF MCALESTER, OKLAHOMA**  
**A Municipal Corporation**

By \_\_\_\_\_  
**Kevin E. Priddle, Mayor**

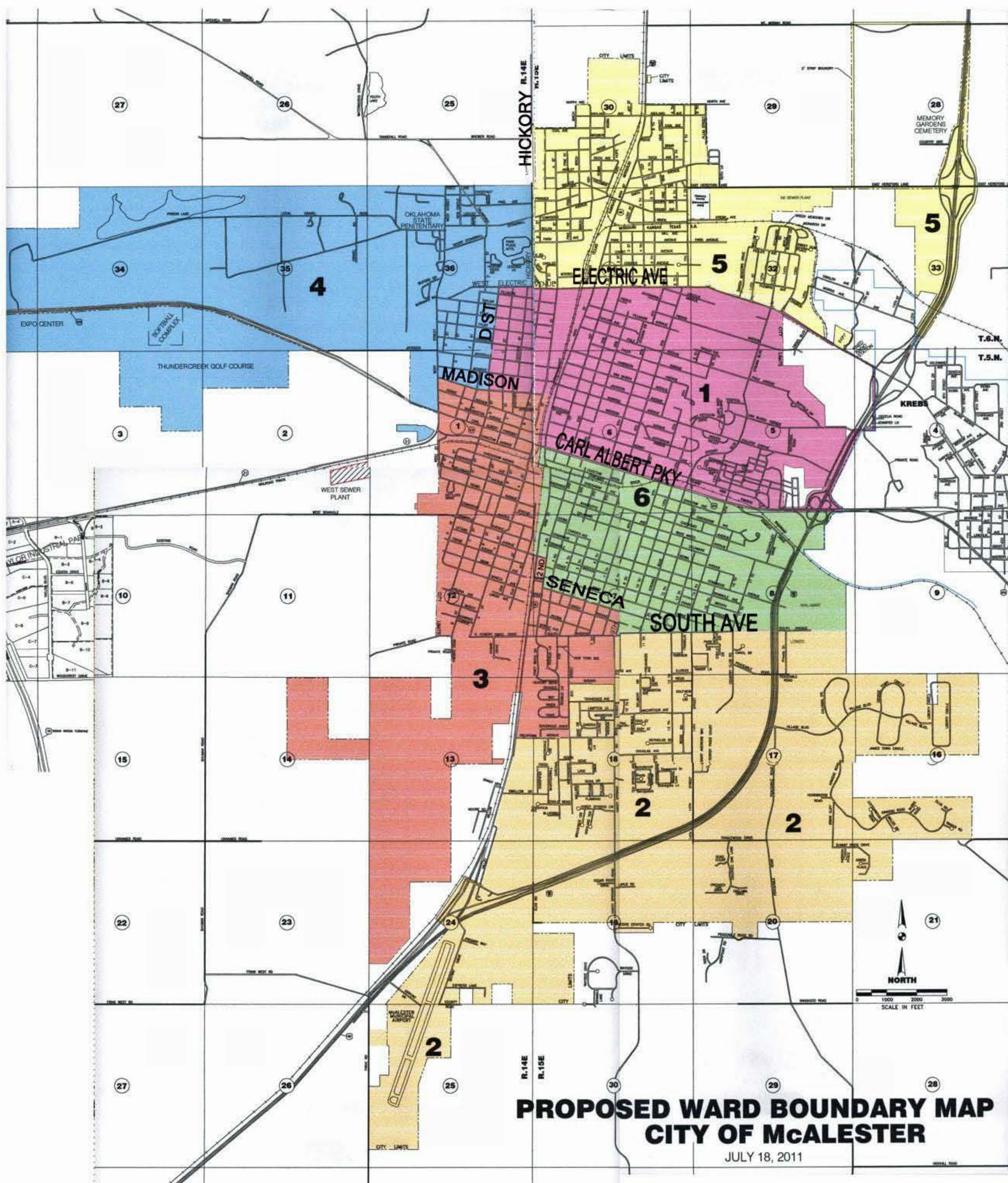
**ATTEST:**

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

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

By \_\_\_\_\_  
**Joe Ervin, City Attorney**





# PROPOSED WARD BOUNDARY MAP CITY OF MCALESTER

JULY 18, 2011





# McAlester City Council

## AGENDA REPORT

Meeting Date:	November 8, 2011	Item Number:	5
Department:	IT	Account Code:	
Prepared By:	Peter J. Stasiak, CM	Budgeted Amount:	
Date Prepared:	October 28, 2011	Exhibits:	4

### Subject

Discussion and possible action, to authorize the Mayor to sign a Service & License Agreement with CivicPlus to develop a website for the City of McAlester. The contract shall remain in effect for a period of one year (12months) from signing. Total Fees for Year 1 in the amount of \$24,965.

### Recommendation

Motion to authorize the Mayor to sign agreement with CivicPlus to create a City website.


### Discussion

The City's IT Department received five bids from custom web design companies. After evaluating and meeting with the companies we are asking the City Council to approve the Agreement with CivicPlus.

### Attachments:

- Civic Plus and City of McAlester Agreement.
- Web Developer Evaluation.
- CivicPlus Features & Functionality Information.
- CivicPlus LOOP/E-Payment (online payments) Information.

### Approved By

	Initial	Date
Department Head		
City Manager	P. Stasiak 	10/28/11



<b>Organization</b>	City of McAlester	<b>URL</b>	<a href="http://www.cityofmcalester.com/">http://www.cityofmcalester.com/</a>
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<b>Street Address</b>	28 E. Washington
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<b>Address 2</b>	P.O. Box 578
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<b>City</b>	McAlester	<b>State</b>	OK	<b>Postal Code</b>	74502
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CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

<b>Emergency Contact &amp; Mobile Phone</b>	Pete Stasiak, 918-421-9900
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<b>Emergency Contact &amp; Mobile Phone</b>	James Stanford, 918-424-4961
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<b>Emergency Contact &amp; Mobile Phone</b>	Linda Daniels, 405-488-8388
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<b>Billing Contact</b>	Toni Ervin	<b>E-Mail</b>	toni.ervin@cityofmcalester.com
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<b>Phone</b>	918-423-9300	<b>Ext.</b>	4961	<b>Fax</b>	918-421-4970
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<b>Billing Address</b>	P.O. Box 578
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<b>Address 2</b>	28 E. Washington
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<b>City</b>	McAlester	<b>ST</b>	OK	<b>Postal Code</b>	74502
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<b>Tax ID #</b>	736005314	<b>Sales Tax Exempt #</b>	736005314
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<b>Billing Terms</b>	Annual	<b>Account Rep</b>	Carrie Broeckelmann
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<b>Info Required on Invoice (PO or Job #)</b>	PO
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<b>Contract Contact</b>	Pete Stasiak	<b>Email</b>	pete.stasiak@cityofmcalester.com
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<b>Phone</b>	918-423-9300	<b>Ext.</b>	4964	<b>Fax</b>	918-421-4970
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<b>Project Contact</b>	James Stanford	<b>Email</b>	james.stanford@cityofmcalester.com
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<b>Phone</b>	918-423-9300	<b>Ext.</b>	2591	<b>Fax</b>	918-421-4970
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## Terms & Conditions

### Client Deliverable

1. Icon Enterprises, Inc., d/b/a CivicPlus will create a unique website for the City of McAlester (Client) that includes all functionality as defined in Exhibit A – CivicPlus Project Deliverables, attached hereto.
2. After 48 consecutive months under these terms and associated pricing, Client becomes fully eligible for a CP Advanced Redesign at no additional cost. See Exhibit B for complete details.

### Additional Services

3. Client may contract with CivicPlus for additional Consulting, Website Design, Setup, Programming, site modification, Training services (Project Development Services), Additional Page and/or Graphic Design that exceed those defined in Exhibit A. CivicPlus will invoice Client for the additional services immediately prior to project Go-Live. Services that involve billable time beyond the contracted amount will be documented and invoiced. Written approval by the Client is necessary before billable time is incurred.
4. Client may contract with CivicPlus for additional Annual Support, Maintenance & Hosting services that exceed those defined in Exhibit A. CivicPlus will invoice Client for annual services immediately prior to project Go-Live. Modules that incur additional usage fees may be purchased and activated at any time.

### Billing & Payment Terms

5. One-third of the total Project Development fee will be billed upon completion of design (Objective 1, Exhibit A); one-third of the total Project Development fee will be billed upon completion of content (Objective 2, Exhibit A). The remainder of the Project Development fee and any additional Project Development services will be invoiced upon Go-Live (Objective 4, Exhibit A).
6. The client shall sign a project completion and acceptance form prior to project go-live. The date may be extended if material system or operational failures are encountered. Immediately upon project Go-Live the final bill for the project development services will be billable and payable. All Parties agree that the website will not go-live until the project is accepted in writing by the client.
7. Project Development invoices are due by the first of the following month, but no later than 30 days from invoice date. Project Development will be discontinued if payment is not made within 30 days after the invoice due date.
8. Invoicing for Annual Support, Maintenance & Hosting begins six months from contract signing or upon project Go-Live whichever occurs first.
9. Annual Support, Maintenance & Hosting invoices may be prorated in order to correlate with the Client's budget year, and are Invoiced prior to the year of service.
10. After project go-live, if the Client's account exceeds 90 days past due, Annual Support, Maintenance & Hosting will be discontinued until the Client's account is made current. Client will be given 30 days notice prior to discontinuation of services for non-payment.
11. Provided the Client's account is current, at any time the Client may request an electronic copy of the website Customer Content (graphic designs, web content, page designs and banners), and Content Management System (CMS) Software. Client agrees to pay \$250 per completed request. Provided the Client's account is current, upon termination of services client may request a complimentary electronic copy of website Customer Content and CMS Software.

### Agreement Renewal

12. This contract shall remain in effect for a period of one year (12 months) from signing. In the event that neither party gives 60 days' notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term. After 48 consecutive months under the terms of this contract and associated pricing, Client will be fully eligible for a CP Advanced Redesign at no additional cost.
13. Either party may terminate the agreement at the end of the contract term by providing the other party with 60 days written notice prior to the contract renewal date.
14. In the event of contract termination, Client forfeits eligibility for the CP Advanced Redesign and all funds applied to such eligibility.
15. Each year this Agreement is in effect, charges for Annual Support, Maintenance & Hosting services will not be increased by more than 5% per annum.



## **Support**

16. CivicPlus will provide unlimited telephone support Monday-Friday, 7:00 am – 7:00 pm (Central Time) excluding holidays, for all trained Client staff. Emergency Support is provided on a 24/7/365 basis for emergency contacts named by the Client. Client is responsible for providing CivicPlus with contact updates.
17. Support includes providing technical support of the CivicPlus Content Management Software, application support (pages and modules), and technical maintenance of Client's website. Following initial setup, additional page design, graphic design, user training, site modification, and custom programming may be contracted separately for an additional fee.
18. During the period of this agreement and subsequent annual renewals, CivicPlus warrants that it will, without additional charge to the client, take action to correct any problems or defects discovered in the Software and reported to CivicPlus by the client, such warranty to include ongoing maintenance upgrades and technical error correction.
19. CivicPlus provides online website statistics software at no extra charge. If Client desires to use other website statistic software, CivicPlus will provide the necessary log file access.

## **Marketing**

20. Client will work with the CivicPlus Marketing Department to make a reasonable attempt to gather information and meet deadlines associated with website award contest entries throughout the term of this agreement, and to create a case study related to their website.
21. Client permits CivicPlus to include an example of the Client's home page and a link to the Client's website on the CivicPlus corporate website.
22. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to create a news item to be released in conjunction with their project Go-Live date. Client will provide CivicPlus with contact information for local and regional media outlets. CivicPlus may use the press release in any marketing materials as desired throughout the term of this Agreement.
23. Client allows CivicPlus to display a "Powered by CivicPlus" insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this agreement assumes such perpetual permission.

## **Intellectual Property, Ownership & Content Responsibility**

24. Upon full and complete payment of submitted invoices for the Project Development and launch of the website, client will own the graphic designs, web content, page designs and banners ("Customer Content"), as well as the CMS Software.
25. Upon completion of the development of the site, client will assume full responsibility for website content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.
26. Client shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the Software in any way; (ii) modify or make derivative works based upon the software; (iii) create Internet "links" to the Software or "frame" or "mirror" any functionality on any other server or wireless or Internet-based device; or (iv) reverse engineer or access the Software in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the Software, or (c) copy any ideas, features, functions or graphics of the Software.
27. The CivicPlus name, the CivicPlus logo, and the product and module names associated with the CMS System are trademarks of CivicPlus, and no right or license is granted to use them.

## **Indemnification**

28. Client shall defend, indemnify and hold harmless CivicPlus, its partners, employees, and agents from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, in connection with the operations of and installation of software contemplated by this Agreement, or otherwise arising out of or in any way connected with the CivicPlus provision of service and performance under this Agreement. This section shall not apply to the extent that any loss or damage is caused by the negligence or willful misconduct on the part of CivicPlus. If Client and CivicPlus are both negligent, damages shall be apportioned in accordance with the percentage of negligence of each party. This paragraph is not intended to benefit entities not a party to this contract.
29. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the customer. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by customer or



## Service & License Agreement for **McAlester, OK**

any entity other than CivicPlus that furnishes services, facilities or equipment used in connection with CivicPlus services or facilities.

30. Except as expressly provided in this Agreement, CivicPlus makes no expressed or implied representations or warranties, including any warranties regarding merchantability or fitness for a particular cause.

### **Force Majeure**

31. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civic disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.



## Service & License Agreement for **McAlester, OK**

### Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

\_\_\_\_\_  
The City of McAlester, OK

\_\_\_\_\_  
Date

\_\_\_\_\_  
CivicPlus

\_\_\_\_\_  
10-26-2011

\_\_\_\_\_  
Date

<b>Sign and Fax this Copy</b>	<b>And – Mail Two (2) Signed Originals</b>
Attn: Contract Manager	CivicPlus Contract Manager
Fax: 785-587-8951	317 Houston St., Suite E
	Manhattan, KS 66502

We will fax a counter-signed copy of the faxed contract back to you so we can begin your project. Upon receipt of two signed originals, we will counter-sign and return one copy for your files.

--Remainder of this page left intentionally blank--





## Exhibit A - CivicPlus Project Deliverables

All Quotes are in US Dollars and Valid for 30 Days from October 25, 2011.

<b>Project Development</b>	<b>\$24,965</b>
<b>First Year's Annual Support, Maintenance &amp; Hosting</b>	<b>FREE</b>
<i>Server Storage not to exceed 20x GB; Media Center Storage not to exceed 10 GB</i>	
<b>Total Fees Year 1</b>	<b>\$24,965</b>
<b>Year 2 and Beyond Annual Support, Maintenance &amp; Hosting</b>	
<i>Subject to annual 5% increase</i>	<b>\$4,265</b>

--Remainder of this page left intentionally blank--

**Project Development**

<b>Objective 1: Establishing Your Site's Focus</b>	
<b>Phase 1: Analysis and Timeline Development</b> <u>Deliverable:</u> Project Timeline and worksheets	<b>\$2,214</b>
<b>Phase 2: Website Design</b> <u>Deliverable:</u> Website Design Composition	<b>\$5,206</b>
<b>Phase 3: Navigation Architecture Development</b> <u>Deliverable:</u> Navigation structure optimized for your website	<b>\$826</b>
<b>Objective 2: Content Development and Page Layout</b>	
<b>Phase 4: Modules and Site Setup</b> <u>Deliverable:</u> Set up fully functional site, software that runs the site, and site's statistical analysis.	<b>\$2,253</b>
<b>Phase 5: Content Development of 50 standard pages and up to 250 supporting elements</b> <u>Deliverable:</u> Website content development and module content.	<b>\$3,107</b>
<b>Phase 6: Test and Review, Establish Future Expectations</b> <u>Deliverable:</u> List of items that need to be addressed	<b>\$1,992</b>
<b>Objective 3: Equipping Your Staff for Successful Website Maintenance</b>	
<b>Phase 7: (4) Four Days of On-Site Training for up to 10 people per session</b> <i>Travel expenses are included in quote.</i> <u>Deliverable:</u> Train System Administrator(s) on CMS Administration, permissions, setting up groups and users, module administration. Basic User training on pages, module entries, applying modules to pages. Applied use and usability consulting to result in effective communication through your website.	<b>\$7,600</b>
<b>Objective 4: Website Deployment</b>	
<b>Phase 8: Go-Live and Project Review</b> <u>Deliverable:</u> Final project review report	<b>\$1,314</b>
<b>Phase 9: Marketing</b> <u>Deliverable:</u> Registration of site with all major search engines	<b>\$453</b>
<b>Phase 10: Ongoing Consultation</b> <u>Deliverable:</u> Site review with recommendations for enhancements to improve visitor interaction; layout, design and content recommendations.	<b>Included</b>
<b>Expandable Modules</b>	
None	<b>n/a</b>
<b>Additional Functionality</b>	
None	<b>n/a</b>
<b>Gov 2.0 Upgrades</b>	
Blog	<b>Included</b>
Share	<b>Included</b>
Facebook Integration	<b>Included</b>
Twitter Integration	<b>Included</b>
<b>Options Included in One-Time Fee</b>	
None	<b>n/a</b>
<b>Total Project Development Fee</b>	<b>\$24,965</b>
<b>First Year Annual Support, Maintenance and Hosting Fee</b>	
Server storage not to exceed 20 GB; Media Center storage not to exceed 10 GB	<b>FREE</b>
<b>Total Fees Year 1</b>	
<b>\$24,965</b>	



<b>Project Development Includes the Following:</b>	
<b>Modules</b>	<b>Functionality</b>
<ul style="list-style-type: none"> <li>• Agenda Center</li> <li>• Alerts Center &amp; Emergency Alert Notification</li> <li>• Archive Center</li> <li>• Bid Postings</li> <li>• Business/Resource Directory</li> <li>• Calendar</li> <li>• Carbon Calculator</li> <li>• Document Center</li> <li>• ePay</li> <li>• Facilities &amp; Reservations</li> <li>• FAQs</li> <li>• Featured Info Module</li> <li>• Forms Development Tool</li> <li>• Healthy City Initiative</li> <li>• Intranet</li> <li>• Job Postings</li> <li>• Media Center</li> <li>• My Dashboard</li> <li>• NewsFlash</li> <li>• NotifyMe Email Subscription</li> <li>• Online Job Application w/1 Generic Application</li> <li>• Opinion Poll</li> <li>• Permits &amp; Licensing</li> <li>• Photo Gallery</li> <li>• Postcard Module</li> <li>• Quick Links</li> <li>• Real Estate Locator</li> <li>• Request Tracker (5 users)</li> <li>• Staff Directory</li> </ul>	<ul style="list-style-type: none"> <li>• Action Items Queue</li> <li>• Audit Trail / History Log</li> <li>• Automated PDF Converter</li> <li>• Automatic Content Archiving</li> <li>• Content Library</li> <li>• Dynamic Breadcrumbs</li> <li>• Dynamic Sitemap</li> <li>• Expiring Items Library</li> <li>• Graphic Link Administration</li> <li>• Links Redirect and Broken Links Finder</li> <li>• Menu Management</li> <li>• Mouse-over Menu Structure</li> <li>• Online Editor for Editing and Page Creation (WYSIWYG)</li> <li>• Online Web Statistics (Only with CivicPlus Hosting)</li> <li>• Page Wizard w/Multiple Layouts</li> <li>• Printer Friendly/Email Page</li> <li>• Rotating Content</li> <li>• RSS</li> <li>• Search Engine Registration</li> <li>• Site Layout Options</li> <li>• Site Search &amp; Entry Log</li> <li>• Slideshow</li> <li>• User &amp; Group Administration Rights</li> <li>• Web Page Upload Utility</li> <li>• Website Administrative Log</li> </ul>

<b>Annual Support, Maintenance &amp; Hosting Service Include the Following:</b>		
<b>Support</b>	<b>Maintenance of CivicPlus Application &amp; Modules</b>	<b>Hosting</b>
7-7 (CST) Mon-Fri (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 2-hour Response during Normal Hours Usability Improvements Integration New & Upgraded Services Proactive Support for Updates & Fixes Online Training Manuals Monthly Newsletters Phone Consulting CivicPlus Connection CivicPlus University	Install Service Patches for OS Upgrades Fixes Improvements Integration Testing Development Usage License	Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Natural Gas Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware



**Exhibit B – Redesign Details**

**CivicPlus Project Development Services & Scope of Services for  
CP Advanced Redesign**

- New CP Advanced Redesign
- Redevelop banner
- Up to 3 graphic buttons to promote special services
- Redevelop navigation method (may choose top drop-down or other options)
- Select color scheme to match new graphics
- Design setup – wireframe
- Print this page option
- Email this page option
- Breadcrumbs
- Sitemap
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content Migration – Includes retouching of all existing pages on the redesigned website to ensure proper formatting, menu structure, and application of new site styles. Note: Content will be rewritten or pages broken up (shortened or resectioned)
- Site styles and page layouts will be touched so all pages match the new design and migrate cleanly

## Web Developer Evaluation

	Revize	Marketing Alliance	Crossroads Communications	CivicPlus	Creativestate
Custom Web design	x	x	x	x	x
with CSS, Development	x	x	x	x	x
Discovery Meeting	x	x	x	x	x
Concept design	x	x	x	x	x
Including the following:					
Archive Center				x	
Bid Postings			x	x	\$\$\$
Business Directory	\$\$\$			x	x
Calendar	x	x	x	x	x
Carbon Calculator				x	
Document Center	x			x	x
Emergency Alert Notification				x	x
Facilities & Reservations				x	\$\$\$
FAQS	x	x	x	x	x
Featured Info Module				x	
Forms Development Tool			x	x	x
Healthy City Initiative				x	
Intranet				x	
Job Postings	x	x	x	x	x
Media Center				x	x
NewsFlash	x		x	x	
Notify Me Email Subscription	\$\$\$			x	\$\$\$
Online Job App.			x	x	x
Opinion Poll				x	x
Photo Gallery	x	x	x	x	x
Postcard Module				x	
Quicklinks	x	x	x	x	x
Request Tracker				x	x
Staff Directory	\$\$\$	x	x	x	x
Action Items Queue	x		x	x	
Audit Trail/History Log	x		x	x	
Automated PDF Converter				x	
Automatic Content Archiving	x		x	x	
Content Library	x		x	x	
Dynamic Breadcrumbs	x		x	x	x
Dynamic Sitemap				x	
Expiring Items Library	x		x	x	
Graphic Link Administration	x		x	x	
Links Redirect and Broken Links Finder	x			x	
Menu Management	x		x	x	x
Mouse-over menu structure	x	x	x	x	x
Online Editor/Page Creation	x		x	x	x
Online Statistics	x		x	x	x
Page Wizard	x		x	x	x
Printer Friendly/Email Page				x	
Rotating Content	x		x	x	x
Search Engine Registration	x	\$1400	x	x	x
Site Search & Entry Log	x	x	x	x	x
Slideshow	x		x	x	x
Training		\$400	x	x	x
User/Group Admin Rights	x		x	x	x
Web page upload utility				x	x
Website Admin Log	x		x	x	x
Mobil Site	\$\$\$	\$2250		x	
Social Media	x			x	\$3200/\$1000mo
Video Streaming	\$750yr	\$\$\$	\$\$\$	x	\$\$\$
Convert current data	x	x	x	x	x
CMS software, 8 users	x		x	x	x
Tech Support	x	per hr	per hr	x	per hr
Governmental Experience	Yes 650+	Yes 10+	Yes	Yes 700+	No
Customer Satisfaction	Very	Very	Very	Very	Very
Sunshin review Awareness			x		
Cost	\$10,620	\$9,950	\$18,000	\$24,965	\$23,875
Additional maintenance cost	\$\$\$ as needed	\$\$\$ as needed	\$\$\$ as needed	\$4,265 yr included	\$125hr as needed
Additional monthly Hosting Fee	\$\$\$	\$\$\$	\$\$\$		\$225

NOTES: \$\$\$ at an additional cost not listed on quote

If no "x" is indicated not referenced in quote or are not available thru vendor



## Features & Functionality

The City of Name, ST  
Month XX, 2010

**Developed by**

NAME, Regional Business Development Manager/Rep

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At **CivicPlus**, the core of our philosophy is  
focusing on  
the **product**, the **process** and our **people**.

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**Serving over 700 clients**



We build amazing government websites.  
If you don't agree, we'll refund your money. **Guaranteed.**

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## CivicPlus Website Management System

Developed for organizations that have a need to update their site frequently, CivicPlus provides a powerful content management structure and website menu management system. The system allows non-technical employees the ability to easily update any portion of your website instantaneously. The CivicPlus Website Management System utilizes Microsoft SQL Server, ASP, JavaScript, and HTML for web development.

No HTML knowledge is needed to update your website. If desired, HTML code can be used throughout the website for advanced users.

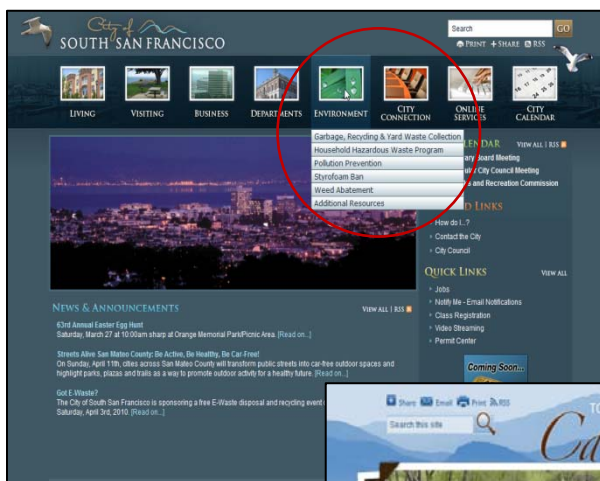
With extensive web applications in place, continual enhancement and an easy-to-use interface, our clients are the proud owners of their websites and are excited to be part of the CivicPlus community.

Additional benefits of the CivicPlus Content Management System include: webpage version controls, customizable levels of user-rights, searchable data, accessible customer support services, instantaneous functionality updates, comprehensive security, and much more.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary and all content is organized in accordance with web usability standards.

## Navigation Options

CivicPlus provides many different navigation structures and options. A few are presented here.



## **Dynamic Layout**

The layout for your website is determined by you and the designer. The placement of navigation and dynamic areas are important in guiding site visitors to key information quickly and easily. Our consultants make recommendations based upon website-user studies and research on best practices.

## **Dynamic Page Components**

Events Calendar, FAQs, Opinion Poll, News Flash and other new features may be included as dynamic page components. Dynamic Page Components may be placed on any page and will help dedicated areas of the site appear as its own website. For example, the entry page for your Parks and Recreation department can be customized with specific lists of events, FAQs, and news announcements, pertaining to that department.

## **Dynamic Breadcrumbs & Site Map**

When a user visits your site, Dynamic Breadcrumbs are used to show their location within the website. Breadcrumbs are automatically generated by the CivicPlus system. This feature assists a site visitor in understanding the site structure and navigation. A dynamically generated site map automatically updates itself to your menu system. So if a menu item is renamed, added, or deleted in your navigation, the site map will reflect those changes.

## **Unlimited Navigation Options**

We work with you to determine the best navigation setup for your needs. Unlimited pages can be created with the CivicPlus system and there is no limit to the depth of pages that can be created.

## **Levels of Rights**

Most information is constantly changing and needs to be updated frequently. With CivicPlus, each department is capable of updating their own content. Even though each department can update their department's information and web pages, the menu structure, top of page, banner and navigation throughout the site remains the same.

A central administrator is given the ability to establish groups with specific rights and capabilities to update the website. Users are then assigned to those groups based upon the role they will have in updating the website.

Users of the administrative system may be defined as publishers or authors of the content, or as administrators of modules. A central publisher for each department can then approve the pages.

## **Extensive Site Administrative Controls**

System administrators may review many facets of the website. Administrative tools like Login History, Website Log, and Bad Links allow the administrator to review the website administrative procedures. Redirects allow the administrators to easily establish a direct path to a page within the website.

Our unique Site Search Log offers tremendous value to decision-makers, informing them on what items are being searched for on a frequent basis and giving insight into the best placement of this requested information.

The CivicPlus Website Management System captures and processes referrals to pages that cannot be displayed (404 errors). The system allows the site visitor to make a note concerning how they reached this page. This feature allows you to track down old links from other sites or your own website.

## **Portal Page Development**

Portal pages are often developed to bring numerous site resources together into one central entry location. Creating a graphic overview, the portal provides direction to a diverse group of site visitors while reinforcing your website's key message. Portal pages may be simple links or may be developed using animation such as JavaScript or flash programming.

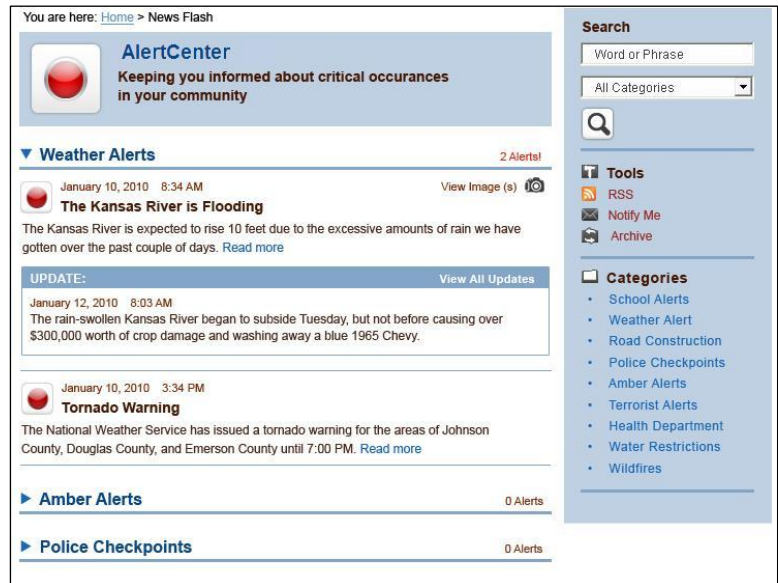
## CivicPlus Modules and Features

Modules are constantly being developed that meet the needs of our clients. Modules are displayed according to the client's specifications. A list of our modules follows:

### Alerts Center

The Alerts Center provides an efficient and noticeable way to get important news out to your community, whether it be local inconveniences like street closures and road conditions, or critical, up-to-the-minute emergencies like flood warnings and Amber Alerts. With the click of a button, graphics and information can be activated on your website from a variety of layouts that best fit the alert's importance, with public notifications sent out through email, text message, and social networking avenues.

When a user clicks on an alert that is displayed on the site, they will be taken to the module information that details the alert, as well as provides photos, links to other resources, and a history of updates.



### Archive Center

The Archive Center has been developed specifically for the storage and retrieval of agendas, minutes, newsletters, and other date-driven documents. The Archive Center allows you to categorize and store date-driven documents in date order, which allow your users to find the specific document they are looking for easily and efficiently. Archives can be searched by date, category, or keyword.

The Archive Center is a huge timesaver for website administrators as well, as a document only needs to be uploaded once, and the unique "View Most Recent" link functionality on your website pages does the rest of the work by automatically updating to the most recent uploaded item.

### Bid Postings

Bid Postings provides a simple and easy-to-use method of posting and organizing bids, RFPs, and RFQs online for vendors or local contractors that are interested in providing products and services to your community. You can provide as few or as many details about each bid as you choose: provide links to upload the full RFP package, link to related web pages, or post other bid details like the scope of work. Bids can be searched by category, title, or closing date and by open, closed, cancelled, or awarded. This module can be integrated with the Notify Me module, allowing site-visitors to sign up to be notified when new bids are available, and bids can be updated throughout the process to let interested parties know of amendments, cancellations, and to whom the bid was awarded. Bids can also be set to automatically expire off the site.

### Blog

The Blog module helps to open up the lines of communications between administrators and citizens, increasing government transparency and citizen interaction. As Blog posts are added, this helps to keep the public informed by creating an open dialogue. The Blog features the option to allow citizen comments for feedback, and comments can be moderated before publishing live to the website.

## Business/Resource Directory

Think of the Business/Resource Directory as the yellow pages of your website, as it provides site visitors with information about and links to organizations and services within your community. With the Business/Resource Directory module, site visitors can search by business or organization name or category, and the entries can also be organized by business (yellow pages style) or by category (topical directory style).

Display useful information like a description, a link to a map of the location, address, phone, email and a link to the business' website. Citizens can also download the included iPhone App at no cost, allowing them to search for businesses or services on the go.

## Calendar

The Calendar allows administrators to set up calendar items and recurring events in an effort to keep the public informed about goings-on in your community. Events can be set on a one-time basis or as recurring events for multiple months in advance, with short descriptions and hyperlinks to display the details of the event. The calendar recognizes the current date as the starting date for the display of events and also provides for easy navigation to future events. Multiple calendars are available with customizable dynamic categories/types of events.

**Mini-Calendar:** You may choose to have *any* page on your site display the most current calendar items in a special content area, great for departments or sections of the website that wish to have just their calendar events appear on their page(s).

**Featured Events:** The Featured Events functionality within the Calendar Module allows you to highlight special upcoming events to draw attention to an event in advance. The Calendar supports multiple views, including a monthly view that displays all the events in a month.



## Carbon Calculator

Help your website keep up with green initiatives by allowing your citizens to track their carbon footprint.

## Document Center

The Document Center is a document storage center that allow for a variety of file types (e.g., PDFs, spreadsheets, pictures, video files, sound clips, etc.) to be easily downloaded or viewed by your site visitors. Instead of bogging down your employees with requests for documentation, site visitors can locate the forms and documents they need.

Your employees can easily add new documents and direct residents to the information they requested online, without sending out extra paperwork. Moreover, all files are organized by our structured filing system of folders and subfolders, and this features the ability to set each file to automatically publish and unpublish, keeping all of your information updated and obtainable by your citizenry 24/7.



## ePayment Center

Integrate eCommerce on your website with no third-party store to setup, and save your citizens time and effort by affording them the opportunity to pay for services right through your website. You have the ability to customize or make changes to any form that you create to take in online payments like permit fees, registration fees, pool passes, etc., and email notifications are sent out to both customer and client when a transaction is made. Financial reporting through our trusted PCI-compliant partner is also available with the click of a button.

## Facilities & Reservations

The Facilities Module allows the site administrator to display local facilities and their amenities, and to manage their availability to the public. A site visitor can search for facilities by type or amenities available, review the amenities for each facility, retrieve location information and reserve the facility. Search results will offer additional options such as admission requirements, handicap accessibility, and how to reserve or make payments. Descriptions with details of the facility (location, contact info, photographs, video, map, handicap accessibility, rental availability, etc.) display within each facility's listing, with your staff able to allow for online reservation requests and to create calendars specific to a facility in order to display approved reservations.



The image displays three overlapping screenshots of the Coralville Iowa website's Facilities & Reservations module. The top screenshot, labeled "Search Screen", shows the search interface with a search bar, filters for facility types and amenities, and a sidebar with navigation links. The middle screenshot, labeled "Facilities Listing", shows a list of facilities including Coralville City Hall, Coralville Community Aquatic Center, Coralville Fire Station #1, Coralville Fire Station #2, Coralville Public Library, Coralville Public Library Meeting Room, Coralville Recreation Center, Indoor Pool, North Ridge Pavilion, Brown Deer Golf Club and Crystal Bar and Restaurant, Coralville Center for the Performing Arts, Iowa Firefighters Memorial, Kate Wickham Elementary School, Oak Hill Cemetery, Van Allen Elementary School, Auburn Hills Park, Central Park, Coralville Creekside Ballpark, Crystal Recreation Area, and Edgewater Wetland Park. The bottom screenshot, labeled "Facility Description", shows the detailed page for the Coralville Community Aquatic Center, including its location, amenities, hours, contact information, and a description of the facility's features and admission details.

## Frequently Asked Questions

Help your citizens reduce time-consuming phone calls or trips to government offices by answering commonly asked questions through your website. FAQs – which can be organized by departments and/or category – may be added to any page and can be set up to link to additional information or documentation for easy reference.

FAQs also have their own search feature, so your site visitors can easily find answers to the questions they ask the most.

## Forms Development Tool

Online forms make it easy for you to receive useful information from your community and for your community to complete tasks online. These completely customizable forms can be used as a means for citizens to contact you with questions, requests and feedback, or to sign-up for various events and activities. You can create as many online forms as you need with this module, with forms easily built from scratch or from our library of sample online forms. Various field options include long answer, radio button, drop-down lists and multiple choice (among others), with formatting options that include font colors, background colors, text alignment, and more.

You can preview forms as you create and edit them instead of sending it to someone else for changes. The Forms Development Tool lets you develop your online forms with no programming knowledge necessary.

In addition to being able to create your own form, you can *track your forms through your website!* No more lost emails and sorting for statistical data through multiple emails. Any form submitted on your website can be received via email to as many people as you wish, and/or be kept in a backend database. This data can then be exported to Microsoft Access, Excel, or other database software.

## Healthy City

Help keep your citizens more health-conscious by giving them a way to track their daily and weekly exercise routine.

## Job Postings

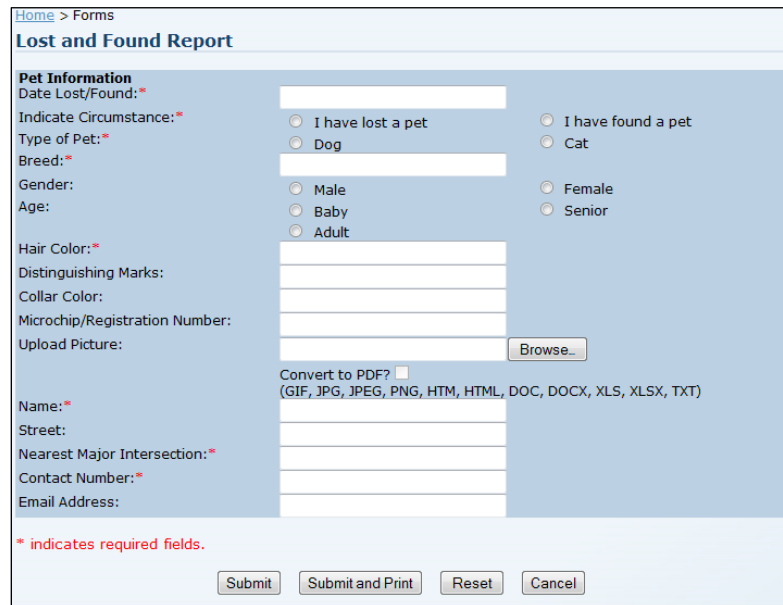
Display available jobs within your organization on your website in an easy-to-search-and-retrieve format for your site visitors. The Jobs Module allows you to provide as many details as you like and link to a number of files supporting the available position(s), with the ability to allow the site-visitor to download a job application and email their resume to the person/department of your choice. Website visitors can sort jobs by date or job type, and can sign up to be notified of new jobs through the Notify Me module. You can also choose to allow for online applications using the Online Job Application system (another module featured later).

The Jobs Module also can be set up to allow employers within your community to be able to post their own available job openings in a controlled environment on your website, helping to boost your community's economic standing and further make your website the hub of information within your community.

## Licenses and Permits

This online service gives you the ability to let residents submit request for and payment for simple permits online. Once a resident fills out the required fields on their license or permit submission form, they are issued the printable version of their license/permit immediately, and you can set these requests to utilize CivicPlus ePayment module or to be cost-free.

Creating a new license or permit request form is done through the Forms Development Tool, and you can utilize one of our 10 default forms or create your own customized form. You can also add number and letter formatting as a way of tracking permits (ex: 01234-Kansas).



Home > Forms

### Lost and Found Report

**Pet Information**

Date Lost/Found:\*

Indicate Circumstance:\*

☐ I have lost a pet ☐ I have found a pet

Type of Pet:\*

☐ Dog ☐ Cat

Breed:\*

Gender:

☐ Male ☐ Female

Age:

☐ Baby ☐ Adult ☐ Senior

Hair Color:\*

Distinguishing Marks:

Collar Color:

Microchip/Registration Number:

Upload Picture:

Convert to PDF? ☐

(GIF, JPG, JPEG, PNG, HTM, HTML, DOC, DOCX, XLS, XLSX, TXT)

Name:\*

Street:

Nearest Major Intersection:\*

Contact Number:\*

Email Address:

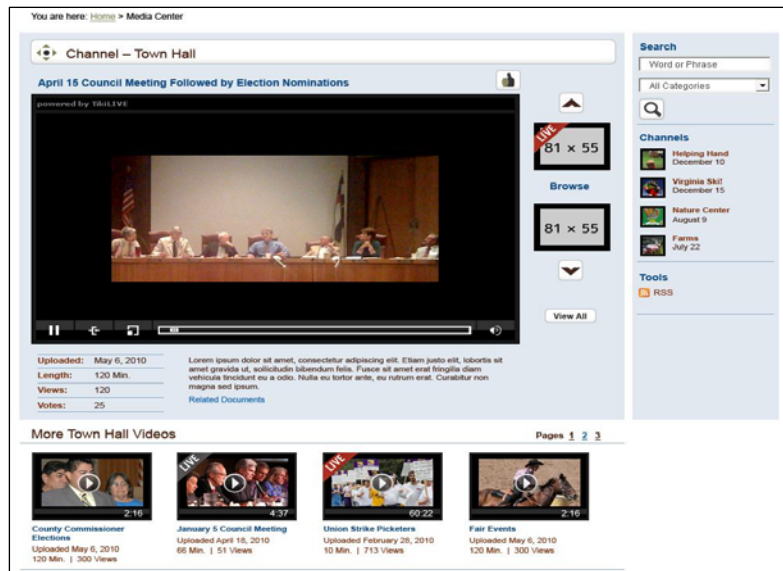
\* indicates required fields.

## Media Center

The Media Center module provides an affordable way to upload video files and stream live video right through your website, without the need to purchase costly third-party solutions.

Media Center is optimized for the storage of video files, but it takes you a step further by providing an avenue to stream meetings, demonstrations, and events right through your website, and all you need to get started is a camera connected to a computer with Internet access.

This unparalleled offering from CivicPlus comes standard with our product, something our competitors simply cannot match.



## News Flash

News Flash provides your website with an area where important and timely news and announcements are posted. Any department may utilize News Flash for posting information that is specific to their department like a change in meeting location, results from an election, rainout announcements for sports fields, and more. News Flash is a dynamic page element that may be placed on any page, and each News Flash item has its own start and expiration date.

## Notify Me®

With Notify Me®, visitors can sign up to be notified via email and/or SMS text message about community activities, meetings, and other updates to your website. Users can self-manage multiple subscriptions at once, and unsubscribing is easy.

Administrators can create as many Notify Me® lists as they want, and the module also automatically integrates with our Alerts Center, News Flash, Calendar, Job Postings, Bid Postings, and Blog modules.



Notify Me® supports HTML and plain text versions of email messages, and newsletter templates can be created for added presentation quality.

You can set up notifications as drafts and set them to send to subscribers at a specified date and time, and most current subscriber notification lists can be imported to our system, while the email lists created by your CivicPlus system can be exported for other files and/or purposes.

All of these features make Notify Me® an excellent and valuable communication tool for your website, allowing you to continuously stay in contact with your residents by sending them important information updates that they are interested in receiving.

## Online Job Application

Save yourself and your residents time, save paper, and give your website users instant access to apply for available positions with CivicPlus Online Job Application system.

Allow applicants to apply completely online by filling in the application, attaching supplemental paperwork, and submitting to your HR department, with applications time and date stamped. Applicants can also create an online profile, which allows them to update their application and apply for other jobs without filling out multiple applications.

Your staff can be notified by email when a new application has been received, which then allows you to view, sort and download submitted applications. And fear not about lost applications – they're databased on the website for easy retrieval.

## Opinion Poll

This module allows you to interact with your site visitors. Once a user submits their vote, the poll results are displayed. This is a popular module and is an easy way to keep people coming back to see what's new on your site.

We recommend that the poll questions be non-controversial items, as results are not scientific. The results may be used to provide website decision-makers with valuable information in order to make informed decisions. Also, having the Opinion Poll module demonstrates even further the true interest your community has in residents and stakeholders.

## Photo Gallery

The Photo Gallery module is designed to allow you to store and display photographs in a central location to showcase to your citizens and the world the best that your community has to offer. Photo Gallery helps your website become the place to put your community's best face out there and to attract new citizens to your area. Users will be able to:

- Explore your city or county through albums and favorites
- Browse your featured photos and events
- Share with friends or send as postcard
- Submit images
- View images as thumbnails or full-size
- Write descriptions with each photo
- Search the Photo Gallery
- View a slideshow of photos
- Give photo credits
- Give images "thumbs up"



You can use the Photo Gallery to store and organize photo files by department, division, and/or event. Like the Document Center, you can store as many pictures in as many albums as you like.

## Postcard

Highlight your community by giving visitors the opportunity to email virtual picture postcards with personalized messages.

## Quick Links

The Quick Links module allows you to place links to related and often-requested information directly on the page of your choice. The entire collection of these links is contained within the actual module, and is unlimited in the amount of categories and links that you can provide to your users. The links can be to interior pages of your website, to documents and forms, or to outside websites. You can organize the links by category or item and can set them up to auto-publish and unpublish.



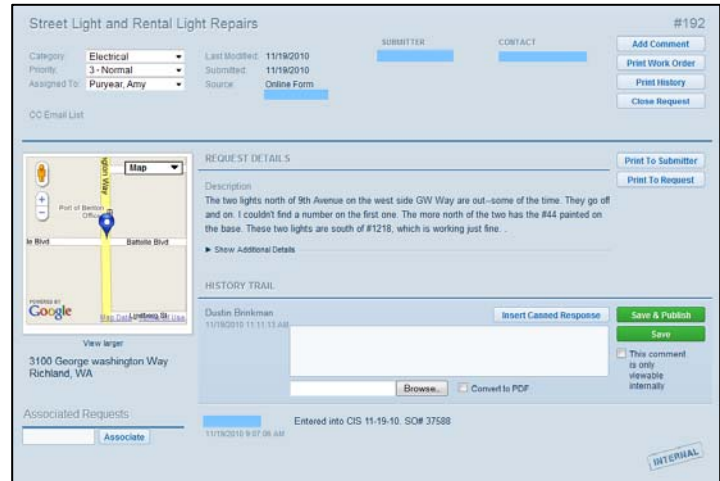
## Real Estate Locator

Another way to make your website the hub of information for your community, the Real Estate Locator helps attract incoming businesses and residents by providing a one-stop shop for available real estate listings in your community. Properties – commercial or residential – can be organized by and searched for by neighborhood, street or zone, and price range.

The Real Estate Locator can be set up to allow realtors and brokers the ability to post their own available properties in a controlled environment on your website, further helping to boost economic development.

## Citizen Request Tracker™

The Citizen Request Tracker™ (CRT) is a powerful tool that facilitates interoffice and government-to-citizen communication and workflow concerning requests reported by residents. Users create a profile and submit requests or complaints, view pending issues, reopen closed issues, request additional information, and more. Once a profile is set up, contact information is automatically filled in when a user submits a new request. Furthermore, problems reported over the phone can be manually entered into the system for increased efficiency. Marketing the CRT™ system as the primary tool for communication on problems and requests in your area will allow you to reduce staff time spent on addressing issues by hand, and it will allow your constituents to interact with your staff any time of the day.



The screenshot displays the CRT interface for a request titled "Street Light and Rental Light Repairs" (ID #192). The interface includes a header with "SUBMITTER" and "CONTACT" fields. Below this, a "REQUEST DETAILS" section contains a description: "The two lights north of 9th Avenue on the west side GW Way are out-some of the time. They go off and on. I couldn't find a number on the first one. The more north of the two has the #44 painted on the base. These two lights are south of #1218, which is working just fine." A "HISTORY TRAIL" section shows a log entry for "Dustin Brinkman" on 11/19/2010 at 11:11 AM, with an "Insert Canned Response" button. A "Map" section shows a location on a map with a pin. At the bottom, there are buttons for "Associate", "Browse", "Convert to PDF", and "Save & Publish". A "Print Work Order" button is also visible in the top right corner.

### The CRT™ system makes it easy to:

- Add comments and action items
- Assign the request to a staff member
- Review the history of the issue
- Send messages to the constituent
- Close the request
- Generate and print and/or export efficiency statistics and reports
- Print work orders
- Export data

## Spotlight

Spotlight creates an additional space on a webpage that allows you to highlight important text or widgets in a compact, easy-to-update module. The information posted with this module can relate to one or more pages.

## Staff Directory

If the Business/Resource Directory is your website's yellow pages, then the Staff Directory module is the white pages. A time-saving resource for your residents, Staff Directory provides detailed contact information for your staff and various offices all in one place, decreasing the number of calls requesting contact information. You can include as much or as little employee and department information as you deem necessary; plus, Staff Directory entries can be linked to pages throughout your site, providing quick access to a specific department or employee's information.

Employee information can include title, bio, photo, and contact links via email or form submittal (email addresses are blocked from e-mail harvesting programs). Website users can search the directory for a specific employee by last name, first name, and by department.

## Included Administrative Features and Services

### Bad Links Identifier

You may not be aware of any broken links on your website, but your guests are. This module creates a list of the broken links on your site when they are accessed. It also allows a site visitor the ability to enter comments concerning how they accessed the page. On the administrative of the system an asterisk alerts you that a comment concerning a bad link has been posted.

### Link Redirects

This is helpful in marketing an area of your website by creating a web address that is easy to remember. Instead of sending your users to <http://www.civicplus.com/index.asp?NID=3>, you can send them to <http://www.civicplus.com/features>. A more obvious link is great for print materials and much easier to tell people how to find a particular page on the website.

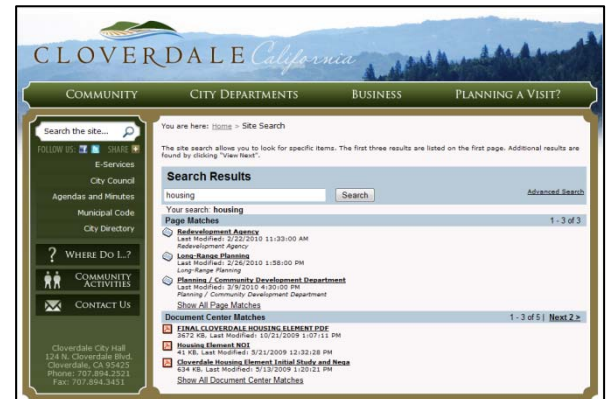
### History Log

Easily track changes made to your website by all of your users with the History Log. Track changes made to items in your Page Menu, Archive Center, Document Center and more. History Log information is searchable, sortable, and exportable.

### Site Search

On the public side of the site, we supply all our clients with a robust Site Search with advanced search features. The CivicPlus Site Search will search through web pages on your site, PDF documents, any module entries, and document files. Video and sound files are searched by name. The site search organizes the results by the type of information (calendar item, web page, Microsoft files, PDF documents, etc.)

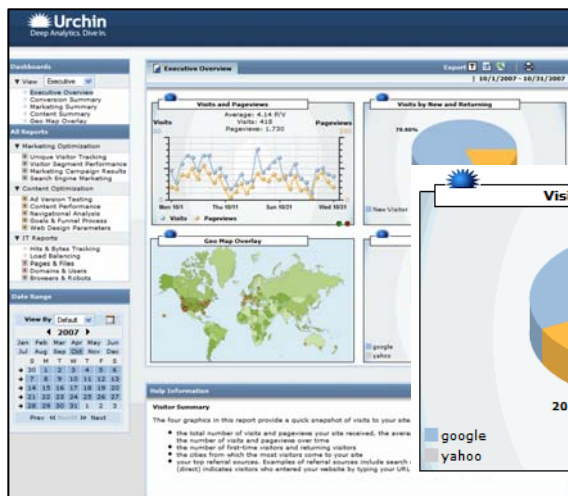
Site administrators can review a history of searched-for words by frequency, date, time, and exact terms input by site visitors. This is a helpful tool for your site users and also a means of keeping your staff in-the-know of what items are being regularly searched on your site.



### Site Search Log

The Site Search Log lets you review the words that have been entered into the search box on your site. This invaluable feature can help you determine if you need to restructure your site navigation to increase its ease of use. You determine the date range and you are shown what terms were searched, how many times they were searched, and the date and time they were searched. This is a valuable tool for determining what your site visitors are missing.

### Website Statistics



In order to review how your site visitors are using the site, administrators will be trained on the use and analysis of the web statistics, which are provided through Google Urchin Analytics. Important information can be pulled from this data in order to make decisions about the use of the website.

## Content Library

The Content Library features galleries full of templates and pages all at your fingertips. It is a way for you to create and share page templates and layouts between co-workers, departments, or with the entire CivicPlus Community. The Fire Department is not sure what pages to include under their section? Search the Content Library. Need some ideas on how to set up a fantastic Permits and Licenses page? Find examples in the Content Library. Want to share a great page that you made on your website? Share with the entire CivicPlus Community.

### Content Library Features

- The templates and pages are categorized by type or department and available in all site sizes.
- CivicPlus includes its own personal picks and best practices for each type and department.
- Pages and templates can be voted on and rated by your peers.
- Top downloads and top contributors can be viewed throughout the entire CP Community.
- Highest rated and downloaded templates will have their creator placed in a CivicPlus Hall of Fame.

We want the creation and implementation of content on your website to be a smooth process. We believe the Content Library will help alleviate content headaches and contribute to making your website pages and information the best it can be.

## eCommerce Integration

While CivicPlus does offer our ePayment Center, we also work with numerous trusted third-party payment processors to handle payment and account information, allowing your citizens to easily log on and pay bills ranging from property taxes to utilities. The payment processor used for transactions is dependent upon the city's wants and needs, with every effort made to ensure a clean, seamless on-site presentation of the payment portal.

Of the vendors that we've worked with, many allow for one-time credit card or debit card payments, payment through the Automated Clearing House (ACH) network and even Interactive Voice Response (IVR) payment options via telephone. Many give users the option for automatic bill payment, with payment being automatically withdrawn from the specified account on a certain day each month. These payment processors feature payment and usage reporting, and all of our e-commerce partners meet the Payment Card Industry's Data Security Standard (PCI DSS).

## Intranet

We can set up an Intranet for your site to be used by employees or other groups that need to share non-public resources. An Intranet is a secure location on your website that allows employees to login and access information specific to them, and you have the ability to set up multiple Intranet groups with varying view rights.

Most modules available to the public on your site are also available for use on the Intranet. For example, you can use the Calendar module to notify employees of work events; FAQs to answer questions about wages; Notify Me to send notification of flexible benefits deadlines; and News Flash module to let employees know of births, marriages, and other personal events.

## LDAP Authentication

We are excited about our new LDAP authentication functionality. LDAP will provide our clients with a powerful and simple way to manage users and permissions within our system by syncing your website up with your existing Active Directory database, negating the need for multiple user upload and sign-on. Features of this new functionality include:

- Log on with existing network account credentials
- Automatic user creation & permissions setup
- Integrate with other non-LDAP authentication systems
- Easy-to-use "Remember Me" sign-in
- Security features like "next required login"

Because LDAP authentication requires custom programming time, additional fees apply.

## Live Edit Feature

This front-end edit feature makes updating website content even quicker and easier, as Live Edit allows users Point-Click-Edit access to information...right from the front-end of the website.

**Step 1:** Find the blue Live Edit icon and click on the area of the website that you wish to edit.

**Step 2:** Make changes to the website, then click 'Save'. Changes are immediately reflected on the site.

A great tool for those non-technical users to use to update the website from the public view, Live Edit allows you to see where your information will be posted before you make any changes. Live Edit is becoming available to more and more modules and functionality as we continue to enhance our product.

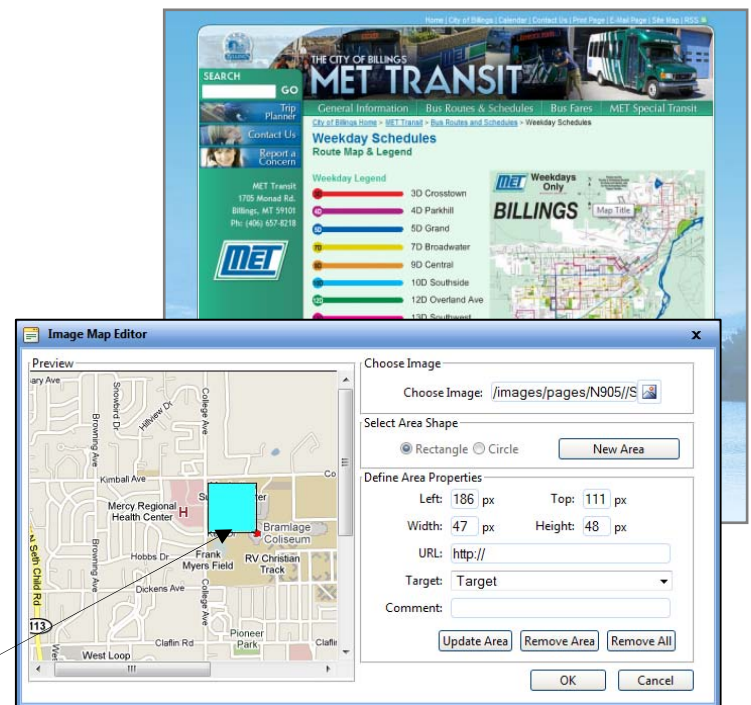
## Maps – Clickable, JavaScript or Flash

Help website users find commonly requested information like:

- Bus Schedules
- Parks
- Walking Tours
- Bike Paths
- Trash Pick Up Schedules
- Location of highways
- Tourist attractions
- Education Information
- Major Employers
- Demographics

Maps can be customized as simple, clickable maps, through the use of our Image Map Editor, or more sophisticated JavaScript or Flash (additional fees required for Javascript or Flash development). Either one provides a great way to present your community to web visitors.

Clickable Area



## MuniMobile™

CivicPlus' MuniMobile™ feature ensures that your website will have a mobile-compatible version, automatically and with no extra work required. Given the high demand for full mobile sites, CivicPlus offers this functionality at no additional cost.

The design, navigation, and content of your website will be automatically configured in such a way that a person viewing the site from a mobile device will still be afforded the same ease-of-use and intuitive setup as if they were navigating the website on a computer, with an option to view the full website available as well.

## RSS Feeds

RSS stands for Real Simple Syndication, and in short, it's a way of bringing your site to the people rather than waiting for them to come to your site to find out new information. When a user signs up for RSS feeds, they receive email notifications of the latest news information updates without having to visit your website. RSS begins with downloading a free reader and then subscribing to the feed. Then, as often as the website is updated, the subscriber receives notifications of these updates at their earliest convenience.

## Search Engine Registration

Your site will be registered one time with the top search engines. A brief description and a list of key words pertaining to your new website will provide search engines the necessary information to find the website when a user enters a search for your website.

## Social Networking and Gov 2.0

CivicPlus understands the importance of Gov 2.0 and how social networking sites like Facebook and Twitter help governments connect with their residents in unique and innovative ways. CivicPlus is committed to helping municipalities establish a presence on the most popular social networking sites and advising governments on Gov 2.0 management policies. From community-centric pages on Facebook to real-time Twitter feeds that can deliver emergency alerts, our production teams are dedicated to helping our clients integrate their web content into the most dynamic social media sites and make their marks in the growing world of Gov 2.0.

**Facebook:** Facebook is the most popular social networking website in the world, and more and more, governments are jumping in with their own Facebook profiles. Many governments are finding this social networking tool to be an essential part of their online presence, as it provides another avenue to share news, announcements, events, pictures and videos with a wide range of regular site visitors. CivicPlus can create your Facebook page and sync up your website to automatically push news and calendar events out to Facebook, with a link to your website for more information.

**Twitter:** Twitter is a micro-blogging service that enables users to send short updates to other interested users. Twitter's short, 140-character "tweets" offer a way for municipalities to distribute information quickly and effectively. Much like Facebook setup, CivicPlus can link your website to your Twitter account for automatic publishing of news and announcements like road closings, meeting schedules, and emergency notifications.

Other social networking sites like LinkedIn, YouTube, etc., can be featured on your website as links to your organization's profile on those particular websites.





### **CivicPlus Product Roadmap**

Internet trends and technology change at a rapid pace. At CivicPlus, we're committed to helping our customers keep up-to-date with the latest and greatest in online tools for governments. That's why, as a Software as a Service (SaaS) provider, we offer our clients nearly half-a-million dollars worth of software upgrades and maintenance each year...just for being part of the CivicPlus Community. Here's a look at where we're headed...

#### **My City**

Residents and users will be able to set up a specific profile on your community's website, which will allow them to display the information they want to see every time they login. In addition, people will be able to login to My City with their Facebook login and password via Facebook Connect.

#### **Agenda Creator**

CivicPlus already features an Agenda Creator module, but we are in the process of giving it a dramatic facelift. Modeled after some of the very best agenda creation software, CivicPlus' new and improved Agenda Creator will feature advanced workflow creation, the ability to make changes and note edited agendas, an approval process, and so much more!

#### **Parks & Recreation Suite**

Once complete, CivicPlus' Parks and Recreation Suite will serve as your community's activity hot spot, where your residents can sign up for and pay for Parks and Recreation activities and classes, all while letting you manage class sizes and activity signups from your website's administrative interface.

#### **Newsletter Module**

There are already notification tools built into the CivicPlus Government Content Management System (GCMS) like Notify Me® and automatic Facebook and Twitter integration. But for those notifications that need a little extra "pop," CivicPlus Newsletter Module will help you deliver the goods. Create eye-catching and visually appealing newsletters and send them out, all within the framework of your website.

### **Warranty**



**We Build AMAZING Government Websites.**

**If you don't agree we'll refund your money. GUARANTEED!**

# CivicPlus LOOP

YOUR DIRECT LINE TO CP

## E-Payment

Online payments with one easy click

Pay utility bills, class registration fees, purchase permits, obtain licenses and more. Find out how our new E-Payment module can benefit you.



### ***What is E-Payment***

E-Payment is an electronic payment made via a web browser for goods or services using a credit or debit card. The CivicPlus module also offers the functionality of ACH payments, also known as an electronic checks. More than ever citizens and users want to have the ability to do and pay for everything with a click of a button. With e-Payment your citizens will no longer have to worry about barriers of time or distance to complete their transactions.

### ***What is CivicPlus Offering?***

CivicPlus is offering the ability to incorporate online payments for your customers and have everything integrated into your CivicPlus website! Start taking online payments for utility bills, permits, pet licenses, program registration fees, donations - the possibilities are endless!

This new module works with the current Forms module and will be set up for all interested clients at no charge. Clients will have the ability to customize the forms to meet their specific needs and instantly start accepting online payments as soon as their account is established. The e-Payment module offers convenient tracking functions, financial reporting options, and much more!

### ***Additional Benefits***

- Receive additional modules that will be rolling out with e-Payment functionality for free!
- Receive the CivicPlus Forms Module to use for all you e-Payment needs for free
- No more waiting on a third party to set up new e-Payment options
- Ability to customize or make changes to any form you create instantly
- Flexibility to incorporate convenience fees or shipping fees
- Export financial reports instantly with a click of a button
- Email notifications sent out instantly once a transaction is processed
- No obligations! If you are not satisfied with the service you can quickly remove it from your website.
- Ability to incorporate a promo code



### ***What Do You Need?***

All clients that wish to establish an e-Payment account will be required to have an SSL Certificate registered to their site. CivicPlus can provide a few options to assist you in obtaining an SSL Certificate if you do not already have one.

### ***How Can You Get Setup?***

Starting an e-Payment account is easy. CivicPlus will handle all the small details for you and make sure this process moves smoothly and quickly.

CivicPlus will need to obtain some general account information from you in order to establish an account. Standard e-Payment accounts can be established in 10 business days. Once your account is established you will instantly be able to add as many e-Payment options to your website as you wish

### ***Fees***

The CivicPlus e-Payment module comes with no annual or setup fees and we will provide you with this full online payment service eliminating any stress associated with setting up your own merchant account or gateway. With this service, and all the additional benefits provided by CivicPlus, the only fee incurred is a general processing fee of \$2.00 + 3.95% for each transaction.





# McAlester City Council

## AGENDA REPORT

Meeting Date: November 8, 2011  
Department: Public Works  
Prepared By: John C. Modzelewski, PE  
Date Prepared: October 31, 2011

Item Number: 6  
Account Code: \_\_\_\_\_  
Budgeted Amount: \_\_\_\_\_  
Exhibits: 1

### Subject

Consider, and act upon, approval of Change Order No. 1 to the existing contract with KATCON, Inc. for construction of the Sandy Creek Canal Wall Repair at Seneca Avenue and Tenth Street. This project was to rebuild concrete canal walls.

### Recommendation

Motion to approve Change Order No. 1 in the amount of -\$2,011.10 to the construction contract with KATCON, Inc. for construction of the Sandy Creek Canal Wall Repair at Seneca Avenue and Tenth Street.

### Discussion

During construction of the above-referenced project, it was determined that some of the construction quantities would be less than the original estimated and bid quantities. The attached Change Order No. 1 resolves the as-built quantities with the original bid quantities. The change order results in a net decrease of \$ 2,011.10 to the original construction contract. The original contract amount was \$ 130,397.08 and the final contract amount will be \$ 128,385.98

It is recommended by the City Engineer that the Council approve Change Order No. 1 with KATCON, Inc. in the amount of -\$ 2,011.10.

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	JCM	10-31-11
City Manager	P. Stasiak <i>PJS</i>	10-31-11

CITY OF McALESTER, OKLAHOMA

CHANGE ORDER NO. 1

OWNER: CITY OF McALESTER  
DATE OF AGREEMENT: 7-14-11  
DATE OF CHANGE ORDER: 8-15-11  
PROJECT: Sandy Creek Canal Wall Repair 2011  
CONTRACTOR: Katcon, Inc.

**The following changes are made to the CONTRACT Documents:**

The reduction of the new concrete wall and footing by seven (7) LF to prevent potential cost overrun from the removal of two (2) very large pine trees at the end of the project.

**JUSTIFICATION:**

Original CONTRACT Price:	\$ 130,397.08
Present CONTRACT Price:	\$ 130,397.08
The CONTRACT price due to this Change Order No. <u>1</u> will be	
<del>(Increased)</del> (Decreased) by:	\$ - 2011.10
The new CONTRACT price including this Change Order will be:	\$ 128,385.98

**THE DATE FOR COMPLETION OF ALL WORK WILL BE:** 11-1-11

ATTEST:

CITY OF McALESTER, OWNER

By: \_\_\_\_\_

Cora Middleton, City Clerk

By: \_\_\_\_\_

Kevin E. Priddle, Mayor

(SEAL)

CONTRACTOR:

ATTEST

*Linda Daniels*  


By: \_\_\_\_\_

*KATCON, INC.*  
*Kelly [Signature]*



# McAlester City Council

## AGENDA REPORT

Meeting Date: November 8, 2011  
Department: Public Works- Engineering  
Prepared By: John C. Modzelewski, PE  
Date Prepared: November 1, 2011

Item Number: 7  
Account Code: \_\_\_\_\_  
Budgeted Amount: \_\_\_\_\_  
Exhibits: 1

### Subject

Consider, and act upon, authorizing the Mayor to sign a Fee Proposal with Traffic Engineering Consultants, Inc. (TEC) to provide traffic signal design services for the intersection of South Strong Boulevard and East Wyandotte Avenue.

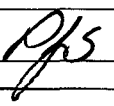
### Recommendation

Motion to approve and act upon the Fee Proposal with Traffic Engineering Consultants, Inc. to provide the design services for a lump sum fee of \$15,000.

### Discussion

Traffic Engineering Consultants, Inc. (TEC) has completed a Traffic Signal Warrant Analysis Study for the City of McAlester. The Study showed that two of the three volume related warrants as set forth in the *Manual on Uniform Traffic Control Devices, 2009 Edition* were met. Based on the evaluation under the current conditions, speeds and lane configuration, traffic signals are recommended at this intersection. The Scope of Services will include: a complete topographic survey of the area for the development of the signal plans; preparation and submittal of the preliminary plans; attendance to a plan-in-hand meeting; and the preparation and submittal of the final traffic signal design plans.

### Approved By

	Initial	Date
Department Head	JCM	11/01/11
City Manager	P. Stasiak 	11/1/11

# TRAFFIC ENGINEERING CONSULTANTS

*Serving Your Transportation Needs  
Since 1984*

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November 1, 2011

Mr. John C. Modzelewski, P.E., CFM  
City Engineer/Public Works Director  
City of McAlester  
P.O. Box 578  
McAlester, OK 74502

RE: Signal Design for S. Strong Boulevard & E. Wyandotte Avenue in McAlester, OK

Dear Mr. Modzelewski,

As per your request, I am providing this letter as a proposal for Traffic Engineering Consultants, Inc. (TEC) to provide professional services for the City of McAlester (MCA) on the project referenced above. These professional services are for TEC to provide traffic signal design services for a new traffic signal installation at the above mentioned intersection.

TEC proposes to collect the necessary topographic survey data and complete the plans for the traffic signal installation in a three step process. The process will include the preparation and submittal of the preliminary plans, attendance to a plan-in-hand meeting with city personnel and other pertinent parties as required, and the preparation and submittal of the final plans.

The signal plans will be prepared in accordance with the current standards and specifications of the City of McAlester and the Oklahoma Department of Transportation (ODOT). It will be necessary to perform a complete topographic survey of the area for the development of the signal plans. TEC proposes to collect the survey data and submit the preliminary plans to MCA within 60 days of receiving written notice to proceed.

TEC will attend a plan-in-hand meeting as required for review of the preliminary plans submitted. TEC will make the revisions as required based on comments received from the review by all reviewing parties. The final plans will be submitted to MCA within 30 days of receiving the final review comments.

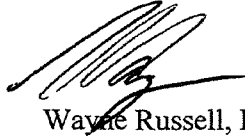
**Traffic Engineering Consultants, Inc.**

6000 S. Western, Suite 300 • Oklahoma City, OK 73139 • 405.720.7721 • 405.720.9848 Fax  
6931 S. 66th E. Ave., Suite 100 • Tulsa, OK 74133 • 918.481.8484 • 918.481.3163 Fax  
website: [tecokc.com](http://tecokc.com)

TEC proposes to provide the design services as indicated above for a lump sum fee of \$15,000. This fee will include a survey, attendance at a plan-in-hand meeting and preparation of the traffic signal design plans. This fee will be billed on a monthly basis for the percentage of work done to date.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. Should you have any questions or require additional information, please contact me.

Sincerely,



Wayne Russell, P.E., PTOE

Vice President

RWR/wr

Approved by:

\_\_\_\_\_  
Kevin E. Priddle

Mayor/Chairman

City of McAlester/McAlester Public Works Authority

\_\_\_\_\_  
Date



# McAlester City Council

## AGENDA REPORT

Meeting Date: October 31, 2011  
Department: City Manager  
Prepared By: Peter J. Stasiak, CM  
Date Prepared: October 31, 2011

Item Number: 8  
Account Code: \_\_\_\_\_  
Budgeted Amount: \_\_\_\_\_  
Exhibits: 2

### Subject

Consider and act upon, a Resolution amending the City's Non-Uniform Pay Plan and/or other benefits.

### Recommendation

Motion to approve a Resolution amending the City Non-Uniform Pay Plan and/or other benefits.

### Discussion

The City of McAlester budget for Fiscal yr 2011-2012 contains \$119,000 for pay increase for non-uniform employees. Staff recommends an increase to the budgeted amount not to exceed \$147,065.39.

- 1.) A 2 ½% increase retroactive back to July 1, 2011 for all non-uniform employees.

### Approved By

*Initial*

*Date*

Department Head

City Manager

P. Stasiak

*PJS*

10/31/2011

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AMENDING THE OFFICIAL PAY PLAN FOR THE NON-  
UNIFORM EMPLOYEES OF THE CITY OF McALESTER, OKLAHOMA

WHEREAS, the City Council of the City of McAlester, Oklahoma adopted the official pay plan for non-uniform employees of the City, and;

WHEREAS, amendments made to such plan must receive approval of the City Council;

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

SECTION 1. That the non-uniform pay plan shall be amended to reflect a 2 ½% salary increase to existing ranges and steps retroactive to July 1, 2011, a copy of the amended pay plan is attached and made a part hereof by reference;

SECTION 2. To the extent of any conflict with this resolution, all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

PASSED AND APPROVED this 8<sup>th</sup> day of November, 2011.

By: \_\_\_\_\_  
Kevin E. Priddle, Mayor

ATTEST:

By: \_\_\_\_\_  
Cora Middleton, City Clerk

(SEAL)

# NON-UNIFORM PAY PLAN FY 2011-2012

Grade	Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
104	Hourly	7.06	7.19	7.32	7.45	7.59	7.72	7.86	8.01	8.15	8.29	8.45	8.60	8.75	8.91	9.07	9.24	9.40	9.57	9.74	9.92
105	Hourly	7.41	7.54	7.69	7.82	7.96	8.11	8.25	8.41	8.56	8.71	8.87	9.03	9.18	9.36	9.52	9.70	9.87	10.05	10.23	10.41
107	Hourly	8.18	8.32	8.48	8.63	8.78	8.94	9.10	9.27	9.43	9.60	9.78	9.95	10.13	10.31	10.50	10.69	10.89	11.08	11.28	11.48
112	Hourly	10.43	10.62	10.81	11.01	11.20	11.41	11.61	11.83	12.03	12.26	12.47	12.70	12.93	13.16	13.40	13.64	13.89	14.13	14.39	14.65
113	Hourly	10.96	11.15	11.36	11.56	11.77	11.98	12.20	12.41	12.64	12.86	13.10	13.34	13.57	13.82	14.07	14.32	14.59	14.84	15.11	15.39
114	Hourly	11.50	11.72	11.92	12.14	12.35	12.58	12.80	13.04	13.27	13.51	13.76	14.00	14.26	14.51	14.77	15.04	15.31	15.59	15.87	16.15
115	Hourly	12.07	12.30	12.52	12.74	12.98	13.21	13.45	13.68	13.94	14.19	14.44	14.70	14.97	15.24	15.51	15.80	16.07	16.37	16.66	16.96
116	Hourly	12.68	12.92	13.14	13.38	13.62	13.87	14.11	14.37	14.63	14.89	15.16	15.44	15.71	16.00	16.29	16.58	16.88	17.19	17.50	17.81
117	Hourly	13.31	13.56	13.80	14.05	14.30	14.57	14.82	15.09	15.36	15.64	15.92	16.21	16.50	16.80	17.10	17.41	17.72	18.04	18.37	18.70
118	Hourly	13.98	14.24	14.49	14.75	15.02	15.29	15.57	15.85	16.13	16.42	16.72	17.02	17.32	17.64	17.96	18.28	18.61	18.94	19.29	19.64
119	Hourly	14.68	14.94	15.22	15.49	15.77	16.05	16.34	16.64	16.93	17.24	17.56	17.87	18.19	18.52	18.85	19.20	19.54	19.90	20.25	20.61
120	Hourly	15.42	15.69	15.98	16.27	16.55	16.86	17.16	17.47	17.78	18.10	18.43	18.77	19.11	19.44	19.79	20.15	20.52	20.89	21.27	21.65
121	Hourly	16.18	16.48	16.78	17.08	17.38	17.70	18.02	18.35	18.68	19.01	19.35	19.70	20.06	20.42	20.79	21.17	21.55	21.94	22.32	22.73
122	Hourly	16.99	17.30	17.62	17.93	18.26	18.58	18.92	19.26	19.61	19.96	20.33	20.68	21.06	21.44	21.82	22.22	22.62	23.03	23.44	23.86
123	Hourly	17.85	18.16	18.49	18.83	19.17	19.52	19.86	20.22	20.59	20.96	21.34	21.72	22.11	22.51	22.92	23.33	23.75	24.18	24.62	25.06
124	Hourly	18.74	19.08	19.42	19.77	20.13	20.49	20.86	21.24	21.62	22.01	22.41	22.81	23.22	23.64	24.07	24.50	24.94	25.39	25.85	26.31
125	Hourly	19.68	20.03	20.39	20.76	21.14	21.51	21.90	22.29	22.69	23.10	23.52	23.94	24.38	24.82	25.27	25.73	26.19	26.66	27.14	27.62
128	Hourly	22.78	23.19	23.61	24.03	24.47	24.91	25.36	25.81	26.28	26.75	27.23	27.73	28.22	28.73	29.25	29.78	30.31	30.86	31.42	31.98
129	Hourly	23.91	24.34	24.78	25.24	25.69	26.15	26.62	27.10	27.59	28.09	28.60	29.11	29.63	30.17	30.71	31.26	31.83	32.40	32.98	33.58
131	Hourly	26.36	26.84	27.33	27.82	28.32	28.83	29.35	29.88	30.42	30.97	31.53	32.09	32.67	33.26	33.86	34.47	35.10	35.72	36.37	37.02
132	Hourly	27.69	28.19	28.69	29.21	29.74	30.27	30.82	31.38	31.94	32.51	33.10	33.70	34.31	34.92	35.56	36.19	36.85	37.52	38.19	38.88
133	Hourly	29.07	29.59	30.12	30.67	31.22	31.79	32.36	32.94	33.54	34.14	34.76	35.38	36.02	36.67	37.33	38.01	38.69	39.39	40.10	40.82
134	Hourly	30.52	31.08	31.63	32.21	32.78	33.37	33.98	34.59	35.21	35.84	36.49	37.16	37.82	38.50	39.20	39.90	40.62	41.36	42.10	42.87
135	Hourly	32.05	32.63	33.21	33.81	34.42	35.04	35.68	36.32	36.97	37.64	38.31	39.01	39.71	40.43	41.15	41.90	42.65	43.42	44.21	45.01
140	Hourly	40.91	41.65	42.39	43.15	43.93	44.73	45.53	46.35	47.19	48.04	48.90	49.78	50.69	51.60	52.53	53.47	54.44	55.42	56.42	57.44





# McAlester City Council

## AGENDA REPORT

Meeting Date: October 31, 2011  
Department: City Manager  
Prepared By: Peter J. Stasiak, CM  
Date Prepared: October 31, 2011

Item Number: 9  
Account Code: \_\_\_\_\_  
Budgeted Amount: \_\_\_\_\_  
Exhibits: 2

### Subject

Consider and act upon, a Resolution authorizing a pay increase for City employees outside the official non-uniform pay plan of the City of McAlester, Oklahoma.

### Recommendation

Motion to approve a Resolution increasing the pay for non-uniform employees outside the official pay plan.

### Discussion

In reviewing the list of employees eligible for the increase, certain non-uniform employees are currently being paid above the pay plan for their particular jobs. This resolution will allow for these employees to all receive the 2 ½% pay increase retroactive to the date stated above.

### Approved By

*Initial*

*Date*

Department Head  
City Manager

P. Stasiak

*PJS*

10/31/2011

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING A PAY INCREASE FOR CITY EMPLOYEES  
OUTSIDE THE OFFICIAL NON-UNIFORM PAY PLAN OF THE CITY OF  
McALESTER, OKLAHOMA

WHEREAS, the City Council of the City of McAlester, Oklahoma amended the  
official pay plan for non-uniform employees of the City on November 8, 2011, and;

WHEREAS, certain non-uniform employees are outside the official non-uniform  
pay plan because their current salaries are above the top step within their particular  
range;

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

SECTION 1. That those non-uniform employees currently above the amended  
official pay plan shall receive a 2 ½ % salary increase retroactive to July 1, 2011.

SECTION 2. To the extent of any conflict with this resolution, all resolutions or  
parts of resolutions in conflict with the provisions of this Resolution are hereby  
repealed.

PASSED AND APPROVED this 8<sup>th</sup> day of November, 2011.

By: \_\_\_\_\_  
Kevin E. Priddle, Mayor

ATTEST:

By: \_\_\_\_\_  
Cora Middleton, City Clerk

(SEAL)

## MEMO

**To:** Mayor and City Council  
**From:** Peter Stasiak *PJS*  
**Date:** November 1, 2011  
**RE:** Human Resource Manager/Grant Writer

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The position of Human Resource Manager/Grant Writer has proven to be an invaluable position within the City of McAlester. We are fortunate to have recruited an extremely valuable and talented individual to lead this department. Great strides have been accomplished in consistency and policy enforcement over the past 12 months.

I have attached the position description for Human Resource Manager/Grant Writer to this memo along with salary information for the position. The information was derived from the O\*NET program which is the primary source of occupational information.

I am recommending a salary adjustment of 5% for only the position of Human Resource Manager/Grant Writer in the proposed wage adjustment for all non-uniform employees. As the information depicts, a 5% adjustment will bring the position closer to the median base wage for Oklahoma and the surrounding cities.

I thank you in advance for your consideration in adjusting the wage base of this important position in the management team.

CITY OF MCALESTER  
POSITION DESCRIPTION

**TITLE: HUMAN RESOURCES MANAGER/GRANT WRITER**

DUTIES

GENERAL DESCRIPTION

The Human Resources Manager is a full-time, exempt position reporting directly to the City Manager. Performs responsible personnel administration work in carrying out City policies and procedures relating to all phases of human resources programs and activities.

Work involves:

- developing and/or coordinating programs and policies in such human resources components as recruitment, employee relations, employee benefits, insurance, and employee health services.
- interpreting existing personnel ordinances, policies and procedures;
- addressing employee complaints or concerns;
- assisting elected officials in personnel matters; and
- acting as liaison to outside organizations and agencies involved in City personnel matters.

Employee must exercise initiative and independent judgment in ensuring proper administration of personnel programs.

Facilitates:

- research, development, review, and editing of departmental and/or institutional grant proposals;
- conducts basic research for potential funding sources and maintains databases;
- supports faculty and administration in developing proposals.

Employee must also exercise tact and courtesy in frequent contact with employees, elected officials and representatives of outside agencies and organizations.

**PRIMARY DUTIES:** This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

- Performs highly skilled administrative work planning, organizing, directing and coordinating the City's human resources program, which include among others, employment; affirmative action, policy development/implementation; safety; benefits administration; labor relations; records maintenance; employee assistance; performance evaluation programs; budget administration; training; maintaining compliance with all federal, State, local and City ordinance laws, rules and regulations; and wellness programs.

- Consults with City Manager, City Council, department heads and supervisory personnel on human resources issues, including organizational development, philosophy and goals, service standards, job performance and productivity standards, and special program/project development and implementation.
- Evaluates City's organizational structure to determine optimum structure and development needs; conducts organizational assessments and prepares recommended changes to increase operational efficiency; analyzes future staffing requirements; develops appropriate recruitment/training programs to ensure future work force requirements will be achieved.
- Responds to City management for requests for assistance with Department's services.
- Supervises City's risk management and health insurance programs, including all lines of insurance coverage, worker's compensation and loss control programs.
- Administers City's compensation and classification program in accordance with sound management objectives and applicable federal, State, local and City ordinance requirements.
- Maintains thorough working knowledge of current/pending applicable federal, State and local legislation; consults with outside agencies as necessary; recommends/approves compliance action where necessary.
- Monitors all employee personnel actions; reviews and approves performance evaluations.
- Compiles and maintains all personnel records for the City, including files of current/former employees, insurance and pension plans, medical files; complies with all record-keeping requirements, personnel action requests, legal requirements and special projects.
- Provides information to the City Council, citizens and outside agencies.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Directs preparation and distribution of written and verbal information to inform employees of: City policies, benefit programs such as insurance plans, pension plans, paid time off, incentive programs, and special employer sponsored activities; and other necessary information.
- Serve as liaison with outside contracted agencies and vendors providing employee services such as training, employee assistance, temporary personnel, etc.
- Administers City's drug testing programs assuring compliance with all regulatory requirements, program confidentiality and maintenance of recording keeping.

- Perform difficult staffing duties, including dealing with understaffing, overseeing disputes, and administering disciplinary procedures, and demonstrates an attitude of cooperation, open-mindedness and flexibility regarding the resolution of disagreements or problems. Advises City Manager regarding any potential problems.
- Acts as the Affirmative Action Officer of the City and oversees all activities of employment to assure compliance with affirmative action goals, Equal Employment Opportunity guidelines and federal, state and municipal laws.
- Manages a continuing program of task analysis and job evaluation to provide regularly updated job descriptions for the City position classification plan.
- Receives information from outside agencies regarding discrimination suits, investigates allegations and responds accordingly with assistance from the City Attorney Department.
- Acts as the chief training officer for the City and recommends, plans and conducts training sessions for employees and supervisors related to policies and procedures, rules and regulations, contract administration procedures to assure compliance with collective bargaining contracts.
- Monitor, process and verify employee transactions such as selection, promotions, transfers, merit increases, discipline recommendations and any other employee record changes by reviewing supporting documentation, making inquiries, reviewing policies and procedures, and rendering decisions in regard to fairness and equity.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Maintain confidentiality, including but not limited to private health information.
- Conduct exit interviews with all departments/staffs.
- Responsible to research grant programs, write funding applications, and coordinate and lead the activities of a grant/loan program.
- Research grant programs and plans.
- Research and write grant applications.
- Coordinate and lead the activities of a grant/loan program that supports capital improvement projects for Public Works, Police Department, Community Development and other grant eligibility programs for the City of McAlester.
- Conduct inter-department meetings to identify and prioritize project needs, coordinate and research grant preparation assignments.

- Edit draft applications for accuracy, completeness and clarity and submittal of all applications in accordance with grant/loan requirements.
- Provide timely advice and information on funding opportunities, requirements and procedures; collaborates in defining and implementing project funding strategies.
- Provide assistance in resolving issues and conflicts with funding agencies.
- Prepare grant applications for submittal and prepare quarterly or annual reports as required by granting agencies.
- Manage the procurement process.
- Liaison between the City and outside funding agencies and groups; participates in meetings and discussions in which decisions affecting City projects are made.
- Serve as a resource to the departments of the City on state and federal funding programs; provide information, research, analysis, written reports and recommendations as needed.
- Coordinate and plan funding program activities, including the prioritization, planning and scheduling of activities to guide program efficiency and effectiveness.
- Review revenues and expenditures, project status, to ensure proper expenditures are made for Federal grant projects.

### ADDITIONAL JOB FUNCTIONS

Performs other work as required.

The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

### GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Conducts a continuing study of all Human Resources/Grant Writing policies, programs, and practices to keep management informed of new developments.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, analyze and establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables. Ability to research grant opportunities available and take initiative and utilize innovative techniques and ingenuity in preparing grant/loan applications.

Knowledge of grant application process and writing of applications.

Knowledge of various grant programs available to City government.

Knowledge of loan documents to track the disposition of funding with project managers and funding agencies.

Excellent organization skills.

PEOPLE RESPONSIBILITY: *"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Shares knowledge with supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with fellow employees, supervisor, professionals and the general public.

ASSETS RESPONSIBILITY: *"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Assists with the development of and monitors the spending of the HR budget.

Understand the organization's financial big picture and integrate it into the HR decision-making process.

MATHEMATICAL REQUIREMENTS: *"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

COMMUNICATIONS REQUIREMENTS: *"Communications" involves the ability to read, write, and speak.*

Requires the ability to read, interpret and apply laws, rules and regulations with a variety of reports, letters and memos, etc. Requires the ability to prepare correspondence, reports, forms, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables. Strong



interpersonal communication, listening skills, critical writing and thinking skills, an open minded approach and the ability to think on one's feet.

Requires ability to develop, write and implement strategic plans and ability to provide necessary documentation to support grant requirements.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including insurance, personnel and governmental terminology.

COMPLEXITY OF WORK: *"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Ability to plan, prioritize and coordinate multiple projects.

Ability to work under pressure to meet deadlines for grant opportunities.

Ability to think strategically and creatively.

Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

Ability to interpret, understand and relate complex policies and procedures.

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

IMPACT OF DECISIONS: *"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Must use discretion and judgment in developing and implementing courses of action affecting the organization. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

EQUIPMENT USAGE: *"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Operate a variety of office machines, including computer driven word processing, spreadsheet and file maintenance programs.

**SAFETY OF OTHERS:** *"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *"Education Requirements" refers to job specific training and education required for entry into the position.*

A Bachelor's or Master's degree in Human Resources Management, Business and/or Personnel Administration, Organizational Behavior, Public Administration or a closely related field with course work in human resources management-related subjects.

Five years of related experience, one year of which has been spent in grant/loan funding or any equivalent combination of education and experience which provides the skills knowledge and ability necessary to perform the tasks.

**SEARCH: Salary Comparisons for Job Title Human Resources Manager**

**SOURCE: US Department of Labor/Employment and Training Administration**

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

**11-3049.00 - Human Resources Managers, All Other**

[All Human Resources Managers not listed separately].

**Wages & Employment Trends - National**

**Median wages (2009)** \$46.42 hourly, \$96,550 annual

**Employment (2008)** 63,000 employees

**Projected growth (2008-2018)** Average (7% to 13%)

**Projected job openings (2008-2018)** 19,300

**Top industries (2008)** Government

**State and National Wages**

Location	Pay Period	2009 [base salaries]				
		10%	25%	Median	75%	90%
United States	Yearly	\$58,500	\$74,500	\$96,600	\$127,300	\$164,300
Oklahoma	Yearly	\$36,500	\$42,900	\$54,500	\$72,300	\$96,400

Wages for **Human Resources Managers, All Other**

**Wages for Human Resources Managers, All Other**

<b>Location</b>	<b>2009 ANNUAL BASE SALARIES FOR HR MANAGER</b>				
	<b>10%</b>	<b>25%</b>	<b>Median</b>	<b>75%</b>	<b>90%</b>
United States	<b>\$58,500</b>	<b>\$74,500</b>	<b>\$96,600</b>	<b>\$127,300</b>	<b>\$164,300</b>
Oklahoma	<b>\$36,500</b>	<b>\$42,900</b>	<b>\$54,500</b>	<b>\$72,300</b>	<b>\$96,400</b>
Fort Smith, AR-OK MSA	<b>\$46,400</b>	<b>\$60,500</b>	<b>\$72,100</b>	<b>\$101,300</b>	<b>\$131,200</b>
Northeastern Oklahoma BOS	<b>\$34,000</b>	<b>\$43,100</b>	<b>\$60,700</b>	<b>\$79,100</b>	<b>\$112,400</b>
Northwestern Oklahoma BOS	<b>\$42,800</b>	<b>\$48,000</b>	<b>\$53,700</b>	<b>\$59,900</b>	<b>\$79,000</b>
Oklahoma City, OK MSA	<b>\$35,800</b>	<b>\$40,300</b>	<b>\$54,300</b>	<b>\$74,000</b>	<b>\$94,900</b>
Southeastern Oklahoma BOS	<b>\$38,100</b>	<b>\$43,300</b>	<b>\$51,600</b>	<b>\$61,300</b>	<b>\$69,700</b>
Tulsa, OK MSA	<b>\$39,000</b>	<b>\$44,600</b>	<b>\$55,100</b>	<b>\$74,500</b>	<b>\$107,100</b>

**National Data Source:** Bureau of Labor Statistics, Occupational Employment Statistics Survey

**State Data Source:** Oklahoma Wage Information

**SEARCH: Salary Comparisons for Job Title Human Resources Manager**

**SOURCE: Oklahoma Municipal League 2009 Salary and Benefits Report**

This is a research report from the Oklahoma Municipal League and the Oklahoma Conference of Mayors. This report is a summary of data gathered from surveys conducted in the **Fall of 2008**. All survey data is a snapshot in time and may change from the time of submittal.

**Oklahoma Municipal League, Inc. 2008-2009 Salary and Benefit Survey for Municipalities  
Selected Management Position - Personnel Director**

<b>Municipality</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Current Pay Per 2008</b>	<b>Population</b>	<b># Employees</b>
<b>McAlester</b>	<b>current 2011</b>		<b>\$42,120</b>	<b>17,883</b>	<b>230</b>
Ada	48,588	63,396	\$63,396	15,691	235
Altus	64,709	91,062	\$64,709	21,447	254
Ardmore	54,850	82,326	\$85,842	23,711	264
Bartlesville	47,112	98,904	\$66,588	34,748	235
Del City	53,019	66,830	\$66,830	22,128	148
Duncan	56,456	96,013	\$82,950	22,505	215
<b>McAlester</b>	<b>39,936</b>	<b>56,057</b>	<b>**</b>	<b>17,883</b>	<b>230</b>
Okmulgee	45,891	52,788	\$50,375	13,022	156
<b>*Owasso</b>	<b>59,220</b>	<b>97,714</b>	<b>\$68,900</b>	<b>18,502</b>	<b>220</b>
Ponca City			\$75,928	25,919	375
Sapulpa			\$56,492	19,166	235
Shawnee			\$82,389	28,692	257
Stillwater	65,800	84,300	\$84,300	39,065	550

**\*Statistical Data [population and number of employees] Most Like McAlester**

**\*\* POSITION VACANT**

The McAlester Airport Authority met in a Regular session on Tuesday, October 25, 2011, at 6:00 P.M. after proper notice and agenda was posted October 21, 2011.

Present: Robert Karr, Buddy Garvin, Sam Mason, Weldon Smith, Steve Harrison, John Browne & Kevin E. Priddle

Absent:

Presiding: Kevin E. Priddle, Chairman

A motion was made by Mr. Garvin and seconded by Mr. Karr to approve the following:

- Approval of the Minutes from the October 11, 2011 Regular Meeting of the McAlester Airport Authority. (*Cora Middleton, City Clerk*)
- Confirm action taken on City Council Agenda Item B, regarding claims ending October 18, 2011. (*Toni Ervin, Interim Chief Financial Officer*) in the amount of \$364.30.
- Confirm action taken on City Council Agenda Item 1, an Ordinance amending Ordinance No. 2392 which established the budget for fiscal year 2011-2012; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. (*Toni Ervin, Interim CFO*)

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

AYE: Trustees Karr, Garvin, Mason, Smith, Harrison, Browne & Chairman Priddle

NAY: None

Chairman Priddle declared the motion carried.

There being no further business to come before the Authority, Mr. Garvin moved for the meeting to be adjourned, seconded by Mr. Karr. There was no discussion and the vote was taken as follows:

AYE: Trustees Karr, Garvin, Mason, Smith, Harrison, Browne & Chairman Priddle

NAY: None

Chairman Priddle declared the motion carried.

ATTEST:

\_\_\_\_\_  
Kevin Priddle, Chairman

\_\_\_\_\_  
Cora Middleton, Secretary

Council Chambers  
Municipal Building  
October 25, 2011

The McAlester Public Works Authority met in a Regular session on Tuesday, October 25, 2011, at 6:00 P.M. after proper notice and agenda was posted October 21, 2011.

Present: Weldon Smith, Steve Harrison, John Browne, Robert Karr, Buddy Garvin,  
Sam Mason & Kevin E. Priddle

Absent:

Presiding: Kevin E. Priddle, Chairman

A motion was made by Mr. Mason and seconded by Mr. Karr to approve the following:

- Approval of the Minutes from the October 11, 2011 Regular Meeting of the McAlester Public Works Authority (*Cora Middleton, City Clerk*)
- Confirm action taken on City Council Agenda Item B, regarding claims ending October 18, 2011. (*Toni Ervin, Interim Chief Financial Officer*) in the amount of \$73,364.06.
- Confirm action taken on City Council Agenda Item D, Concur with Oklahoma Municipal Assurance Group recommendation to deny Claim No.31062-BD. (*Cora Middleton, City Clerk*)
- Confirm action taken on City Council Agenda Item E, Concur with Oklahoma Municipal Assurance Group recommendation to deny Claim No.31306-BJ. (*Cora Middleton, City Clerk*)
- Confirm action taken on City Council Agenda Item 1, an Ordinance amending Ordinance No. 2392 which established the budget for fiscal year 2011-2012; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. (*Toni Ervin, Interim CFO*)
- Confirm action taken on City Council Agenda Item 5, authorizing the Mayor to sign a contract between the City of McAlester and Outlaw Construction to construct the Elks Road Improvements and extension. (*John C. Modzelewski, P.E., City Engineer and Director of Public Works*)

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

AYE: Trustees Smith, Harrison, Browne, Karr, Garvin, Mason & Chairman Priddle

NAY: None

Chairman Priddle declared the motion carried.

There being no further business to come before the Authority, Mr. Mason moved for the meeting to be adjourned, seconded by Mr. Karr.

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

AYE: Trustees Smith, Harrison, Browne, Karr, Garvin, Mason & Chairman Priddle

NAY: None

Chairman Priddle declared the motion carried.

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Kevin Priddle, Chairman

ATTEST:

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Cora Middleton, Secretary