



# McAlester City Council

---

## NOTICE OF MEETING

### Joint Special Meeting of the City Council and Audit & Finance Advisory Committee

#### Agenda

Tuesday, March 27, 2012 – 5:00 pm  
McAlester City Hall – Council Chambers  
28 E. Washington

Steve Harrison ..... Mayor  
Weldon Smith ..... Ward One  
Vacant..... Ward Two  
Travis Read..... Ward Three  
Robert Karr ..... Ward Four  
Buddy Garvin ..... Ward Five  
Sam Mason..... Vice Mayor, 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.*

#### **ROLL CALL**

---

#### **SCHEDULED BUSINESS**

---

1. Consider, and act upon, adopting Citizens Participation Plan for FY 2012 Community Development Projects. *(Peter J. Stasiak, City Manager and Millie Vance, Private Consultant)*
2. Review and Discussion of 2012/2013 – 2016/2017, 5-Year Capital Improvement Plan (CIP). *(Peter J. Stasiak, City Manager)*

## **ADJOURNMENT**

---

## **CERTIFICATION**

---

*I certify that this Notice of Meeting was posted on this \_\_\_\_\_ day of \_\_\_\_\_ 2012 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).*

---

**Cora M. Middleton, City Clerk**



# McAlester City Council

---

## AGENDA REPORT

Meeting Date: March 27, 2012  
 Department: City Manager  
                   Pete Stasiak, CM/Millie  
 Prepared By: Vance, Private Consultant  
 Date Prepared: March 19, 2012

Item Number: 1  
 Account Code: \_\_\_\_\_  
 Budgeted Amount: \_\_\_\_\_  
 Exhibits: 1

### Subject

Consider, and act upon, adopting Citizens Participation Plan for FY 2012 Community Development Projects.

### Recommendation

Motion to adopt Citizens Participation Plan for FY 2012 Community Development Projects.

### Discussion

Attachment B

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head		
City Manager	P. Stasiak <u>          PJS          </u>	<u>          03/19/12          </u>

**CITY OF McALESTER CITIZEN PARTICIPATION PLAN**

The **City of McAlester** intends to implement a citizen participation program for its 2012 application process to accomplish the following objectives:

Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas where CDBG funds are proposed to be used.

This will be accomplished by:

1. Providing frequent and timely public notice of CDBG program activities in the local newspaper or by posting at the City Hall.
2. Adopting a comprehensive CDBG Statement of Needs.
3. Conducting a Public Hearing to inform citizens of the proposed 2012 CDBG project and authorizing the Mayor to sign a CDBG application in a formal Board meeting.

Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to proposed and actual use of funds, including, but not be limited to:

1. The amount of CDBG funds to be made available for the current fiscal year, if the proposed project is approved.
2. The range of activities that may be undertaken with those funds.
3. The estimated amount of those funds proposed to be used for activities that will benefit low and moderate income persons.
4. The proposed CDBG activities likely to result in displacement and any anti-displacement and relocation plans developed by the Community in accordance with Section 104(d)(1) and (2) of the Act.
5. The basis on which the **City of McAlester** may provide technical assistance to groups representative of persons of low and moderate income that may request assistance in developing proposals. The level and type of assistance to be provided is at the discretion of the **City of McAlester** and does not necessarily include providing funding to such groups.

## ATTACHMENT B

6. This requirement will be accomplished by discussing the CDBG proposal during regular Board meetings and in one public hearing prior to the submittal of the **City of McAlester's** 2012 CDBG application. During the hearing the five (5) items listed above will be explained to the public. Records of the 2012 CDBG process will be maintained in the City Hall of the **City of McAlester** by the Clerk and will be available upon request for review by the public. A brief summary of the proposed 2012 CDBG project will be available for public review after the Council has made its final selection.

Provide for a minimum of two (2) public hearings; one (1) prior to submission of the application for funding of the project for the purpose of obtaining citizen views and formulating or responding to proposals and questions, and the other at the end of the grant period if the **City of McAlester** receives funding that discusses the **City of McAlester's** accomplishments in relation to initial plans. The application stage hearing will include discussion of CDBG needs and the development of activities being proposed for CDBG funding. There will be reasonable notice of all hearings, which will be scheduled for times and locations convenient to the potential and actual beneficiaries and which will accommodate the handicapped.

This requirement will be met through scheduling a Public Hearing to discuss the **City of McAlester** 2012 CDBG proposal. At this hearing the proposed project will be reviewed for the public and further citizen input will be solicited. Notice will be given seven (7) to ten (10) days in advance of this hearing in the local newspaper or by posting at the City Hall. The hearing will be held in the early evening so that citizens who work may attend. A second hearing will be held at the end of the grant period if the **City of McAlester** is funded in 2012 CDBG process.

Meet the needs of non-English speaking residents in those instances where a significant number of non-English speaking residents can reasonably be expected to participate.

The **City of McAlester** does not currently have a significant population of non-English speaking citizens. However, every effort will be made to accommodate the needs of any non-English speaking citizens who wish to participate.

Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities not previously described in the **City of McAlester's** funding request and on activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries.

**ATTACHMENT B**

The proposed seven (7) to ten (10) day notice for all public meetings and hearings in connection with the **City of McAlester's** 2012 CDBG application process is believed by the Community to afford citizens with reasonable advance notice. In addition, if any change is proposed to the purpose, scope, location, or beneficiaries of the proposed project or if the CDBG project budget changes by more than 25%, the public will be notified and afforded an opportunity for additional input.

Provide the place, telephone number and times when citizens are able to submit written complaints or grievances and the process the Community will use to provide a timely, written response to such complaints or grievances.

Citizens with comments or grievances on the 2012 CDBG process may submit them in writing or in person at the City Hall during regular business hours or may call **(918) 423-9300**. The City will respond to such comments or grievances within fifteen (15) working days, where practicable.

By formally adopting this Citizen Participation Plan, the **City of McAlester** City Council accepts the responsibility for implementing its provisions. The City Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the spirit of the citizen participation requirements of the 2012 CDBG program.

Adopted this   27th   day of   March  , 2012, by the **City Council of the City of McAlester**.

---

**Steve Harrison, Mayor**

**ATTEST:**

---

**Cora Middleton, City Clerk**

(City Seal)



# McAlester City Council

---

## AGENDA REPORT

Meeting Date: March 27, 2012  
Department: City Manager  
Prepared By: Peter J. Stasiak, CM  
Date Prepared: March 15, 2012

Item Number: 2  
Account Code: \_\_\_\_\_  
Budgeted Amount: \_\_\_\_\_  
Exhibits: CIP Book

### Subject

Review and Discussion of 2012/2013 – 2016/2017, 5-Year Capital Improvement Plan (CIP). *(Peter J. Stasiak, City Manager)*

### Recommendation

\_\_\_\_\_

### Discussion

\_\_\_\_\_

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head		
City Manager	P. Stasiak <u><i>PJS</i></u>	<u>03/15/12</u>