MUSTANG CITY COUNCIL
MUSTANG MUNICIPAL BUILDING
1501 N. MUSTANG ROAD
MUSTANG, OKLAHOMA 73064

DECEMBER 5, 2017
7:00 P.M.

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE/INVOCATION

James Waugh, Pastor, Lakehoma Church of Christ

C. ROLL CALL

D. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

E. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

F. CONSENT AGENDA

These items are considered on the Consent Agenda so that members of the City Council by unanimous consent can designate routine agenda items to be approved by one motion. If any item proposed on the Consent Agenda does not meet with approval of all Councilmember's that item will be removed and heard in regular order.

1. Approval of **11/17/2017** City Council Special Meeting Minutes.
2. Approval of **11/21/2017** City Council Minutes.
*3. Claims List for **FY 2018**.
*4. Approval to Turn **Past Due Utility Accounts** over to the Collection Agency.
5. Approval to Turn **Past Due Library Accounts** over to the Collection Agency.
*6. Approval of **Schedule of Meetings** for City Council, Boards and Commissions, and **Holidays** for the City of Mustang/MIA for the Year 2018.

G. INFORMATION/REPORTS

1. City Manager

   a. Recognition of Alan Ponder

   b. City Manager Report

2. City Council

   a. Appointment of One (1) Member to the Mustang Planning Commission.

   b. City Council Reports

H. DISCUSSION ITEMS

*1. **Discussion, Consideration and Possible Action** regarding Acceptance of the Comprehensive Annual Financial Report and Report on Internal Control and Compliance with Government Auditing Standards for Fiscal Year ending June 30, 2017.

J. CITY ATTORNEY'S REPORT

1. **Discussion** of *Superior Investments, L.L.C., et al. v. City of Mustang, Oklahoma*, Case No. CV-2017-322, District Court, Canadian County, State of Oklahoma; and, **proposed Executive Session as authorized by 25 Okla. Stat. §307(4)**.

2. **Discussion, Consideration and Possible Action** regarding *City of Mustang vs. Citizens Energy II, LLC*, Case No. CV-2017-325, District Court, Canadian County, State of Oklahoma; and, **proposed Executive Session as authorized by 25 Okla. Stat. §307(4)**.

K. ADJOURNMENT

***Items Considered Concurrently on the MIA Agenda.**

MUSTANG CITY COUNCIL
NOVEMBER 17, 2017
SPECIAL MEETING

The Mustang City Council scheduled a Special Meeting on Friday, November 17, 2017, at 3:00 p.m. at the Mustang Municipal Building Council Chambers, 1501 N. Mustang Road, Mustang, Oklahoma. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Wednesday, November 15, 2017, at 10:25 a.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A. CALL TO ORDER

Mayor Adams called the meeting to order at 3:00 p.m.

B. ROLL CALL

Councilmembers Present:	**Leete (arrived at 3:03 pm)** **Grider** **Jones** **Hagan** **Schweinberg** **Adams**
Councilmembers Absent:	**Quigley**

C. CITY ATTORNEY'S REPORT

1. **Discussion, Consideration and Possible Action** regarding pending investigation and potential litigation; and, **Proposed Executive Session as Authorized by 25 Okla. Stat. § 307(B)(4)**.

MOTION was made by **Councilman Schweinberg,** seconded by **Councilman Grider** to adjourn to executive session.

AYE: **Leete, Grider, Jones, Hagan, Schweinberg, Adams**
NAY: **None**

TIME ADJOURNED to Executive Session: **3:00 p.m.**

MOTION was made by **Mayor Adams,** seconded by **Councilman Schweinberg** to call the meeting back in session at **3:55 p.m.**

AYE: **Leete, Grider, Jones, Hagan, Schweinberg, Adams**
NAY: **None**

In reference to Item J-1 –

MOTION was made by **Mayor Adams,** seconded by **Councilman Grider** to proceed as discussed.

AYE: **Leete, Grider, Jones, Hagan, Schweinberg, Adams**
NAY: **None**

F. ADJOURNMENT

MOTION was made by **Councilman Schweinberg,** seconded **Councilman Grider** to adjourn.

AYE: Leete, Grider, Hagan, Jones, Schweinberg, Adams
NAY: None

The meeting was adjourned at **3:56 p.m.**

_____
Jay Adams, Mayor

Attest:

_____
Lisa Martin, City Clerk

MUSTANG CITY COUNCIL
NOVEMBER 21, 2017

The Mustang City Council met in regular session on Tuesday, November 21, 2017, at 7:00 p.m. in the Mustang Municipal Building Council Chambers. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Friday, November 17, 2017, at 4:30 p.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A. CALL TO ORDER

Vice Mayor Schweinberg called the meeting to order at **7:00 p.m.**

B. PLEDGE OF ALLEGIANCE/INVOCATION (Dave Owens, Pastor, Christ Lutheran Church).

Pastor Owens led the assembly in the Pledge and Invocation. He stated it was a busy time of year stating the Church gave out all of their Thanksgiving baskets and will begin working on Christmas baskets.

C. ROLL CALL

Councilmembers Present:	**Quigley**
	Leete
	Grider
	Jones
	Hagan
	Schweinberg
Councilmembers Absent:	**Adams**

D. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

None.

E. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

None.

F. CONSENT AGENDA

1. Approval of **11/07/2017** City Council Minutes.
2. Approval of **11/13/2017** City Council Special Meeting (Work Session) Minutes.

*3. Claims List for **FY 2018**.

4. Approval of **Resolution No. 18-032** a Resolution of the City of Mustang, Oklahoma, Providing for the Assignment of 9-1-1- Fees to 9-1-1 ACOG.

MOTION was made by **Councilman Grider,** seconded by **Councilwoman Hagan**, to approve Items F-1 through F-4 of the Consent Agenda.

AYE: **Quigley, Leete, Grider, Jones, Hagan, Schweinberg**
NAY: **None**

G. INFORMATION/REPORTS

1. City Manager

a. City Manager Report

Assistant City Manager Battles stated the City Manager's Report is available on the City's website and reminded Council *City Manager Rooney* was out of state through November 28, 2017.

2. City Council

Vice Mayor Schweinberg asked the Councilmembers if they had anything to report in

Councilman Quigley did not have anything to report at this time.

Councilman Leete stated he had received requests for information regarding the speed tables.

Assistant City Manager Battles stated the information was available on the City's website under the News Feed.

Councilman Grider did not have anything to report at this time.

Councilman Jones did not have anything to report at this time.

Councilwoman Hagan did not have anything to report at this time and wished everyone a Happy Thanksgiving.

Vice Mayor Schweinberg did not have anything to report at this time and also wished everyone a safe and Happy Thanksgiving.

H. DISCUSSION ITEMS

1. **Public Hearing, Discussion, Consideration and Possible Action** regarding Approval of **Ordinance No. 1156**, an Ordinance of the City of Mustang, Oklahoma, Amending the Zoning Ordinance of the City of Mustang, Oklahoma, as Amended, to Change Certain Property Located in Canadian County, Oklahoma, from "R-1 PUD" Single Family Planned Unit Development District to "R-1" Single Family District; and, Declaring Repealer; Providing for Severability; and Declaring an Emergency. (Rezoning Application RZ-10-20-17-1-28, B & J Investments, LLC c/o Grubbs Consulting LLC, 801-901 Block N. Sara Rd.).

   Community Development Director Helsel stated the applicant, B & J Investments, LLC c/o Grubbs Consulting, LLC, was requesting a change in zoning classification for property located in the 801-901 block of N. Sara Road. She stated the property was zoned to R-1 PUD in May, 2016 and was intended to include clustered homes on small driveways with increased lot coverage for the dwellings. She stated the applicant was unable to develop it this way and was asking to rezone it to R-1 Single Family District.

   Helsel stated the development will have public streets, water and sewer stating the zoning request conforms to the long range plan and when development occurs, it must meet all aspects of the City's drainage ordinance. She stated Planning Commission voted unanimously to recommend approval and Staff recommends approval as well.

MOTION was made by **Vice Mayor Schweinberg,** seconded by **Councilman Grider**, to Open the Public Hearing.

AYE: **Quigley, Leete, Grider, Jones, Hagan, Schweinberg**
NAY: **None**

Mark Grubbs, Grubbs Consulting LLC, on behalf of the applicant, addressed the Council and provided background information regarding the rezoning previously approved as well as information regarding this request to rezone the property.

Donna Skidmore, 2113 SW 67th Street, Oklahoma City, OK, addressed the Council on behalf of her parents, John and Bobbie Chaney, 707 E Lea Terrace, stating they are in favor of this rezoning request and feels it would bring more compatible residents and require the developer meet drainage requirements.

MOTION was made by **Vice Mayor Schweinberg,** seconded by **Councilman Grider**, to Close the Public Hearing.

AYE: **Quigley, Leete, Grider, Jones, Hagan, Schweinberg**
NAY: **None**

MOTION was made by **Councilman Grider,** seconded by **Councilman Leete**, to Approve **Ordinance No. 1156**, an Ordinance of the City of Mustang, Oklahoma, Amending the Zoning Ordinance of the City of Mustang, Oklahoma, as Amended, to Change Certain Property Located in Canadian County, Oklahoma, from "R-1 PUD" Single Family Planned Unit Development District to "R-1" Single Family District; and, Declaring Repealer; Providing for Severability.

AYE: **Quigley, Leete, Grider, Jones, Hagan, Schweinberg**
NAY: **None**

MOTION was made by **Councilman Grider,** seconded by **Councilman Leete**, to Declare an Emergency.

AYE: **Quigley, Leete, Grider, Jones, Hagan, Schweinberg**
NAY: **None**

2. **Discussion, Consideration and Possible Action** regarding Approval of **Ordinance No. 1157**, an Ordinance of the City of Mustang, Oklahoma, Declaring and Imposing a Moratorium for Ninety (90) Days on the Issuance of Any Permits for Drilling and Operation of Oil and Gas Wells under Chapter 74, Article 2; and, Declaring Repealer; Providing for Severability; and Declaring an Emergency.

   Assistant City Manager Battles stated the moratorium was requested for 90 days to allow the City to revise ordinances regarding drilling stating the City wants to provide the best processes and all for its residents.

MOTION was made by **Councilman Grider,** seconded by **Councilman Jones**, to Approve **Ordinance No. 1157**, an Ordinance of the City of Mustang, Oklahoma, Declaring and Imposing a Moratorium for Ninety (90) Days on the Issuance of Any Permits for Drilling and Operation of Oil and Gas Wells under Chapter 74, Article 2; and, Declaring Repealer; Providing for Severability.

AYE: **Quigley, Leete, Grider, Jones, Hagan, Schweinberg**
NAY: **None**

MOTION was made by **Councilman Leete,** seconded by **Councilman Grider**, to Declare an Emergency.

AYE: **Quigley, Leete, Grider, Jones, Hagan, Schweinberg**
NAY: **None**

J. CITY ATTORNEY'S REPORT

None.

K. ADJOURNMENT

MOTION was made by **Councilman Grider**, seconded by **Councilman Leete**, to adjourn.

AYE: **Quigley, Leete, Grider, Jones, Hagan, Schweinberg**
NAY: **None**

The meeting was adjourned at **7:14 p.m.**

_____
Jay Adams, Mayor

Attest:

_____
Lisa Martin, City Clerk

FUND: 01 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		MAYOR AND COUNCIL				
18-0074	01-C0036	CANADIAN COUNTY ASSESSOR	VISUAL INSPECTION BUDGET	11/2017	201711286512	1,761.18
18-0077	01-C0108	COWAN GROUP ENGINEERING, LL	ENGINEERING FEES	11/2017	3292c	3,456.00
18-0561	01-C0108	COWAN GROUP ENGINEERING, LL	ENGINEERING FEES	11/2017	3292	700.00
18-0007	01-H0045	RALPH STEVEN HUDDLESTON	COURT APPEARANCES	12/2017	201711286504	1,600.00
18-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286509	20.00
					DEPARTMENT TOTAL:	7,537.18
DEPARTMENT: 11		CITY MANAGER				
18-0058	01-B0202	BFAC, LLC	MOBILE APP. SOLUTIONS	11/2017	457145CDG	3,100.00
18-0116	01-M0180	MUSTANG CHAMBER OF COMMER	CHAMBER LUNCHEONS	11/2017	14213	36.00
18-0120	01-M0234	MUSTANG TIMES	LEGAL PUBLICATIONS	11/2017	MT604161	34.30
18-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286509	60.00
18-0164	01-T0029	WEST PUBLISHING CORPORATIO	NOK STATE STATUTES 2017	11/2017	837188527	167.04
18-1012	01-T0800	DATA MANAGEMENT, INC.	PROFESSIONAL EMPL. LICENS	11/2017	442364	1,540.00
18-0203	01-W0009	WORKERS ASSISTANCE PROGRAM,	EMPLOYEE ASSISTANCE PROGR	11/2017	201711286497	366.68
					DEPARTMENT TOTAL:	5,304.02
DEPARTMENT: 12		LIBRARY				
18-0317	01-B1023	BTAC ACQUISITION CORP.	ADULT FICTION	11/2017	5014761853	218.12
18-0300	01-M0263	MIDWEST TAPE, LLC	NONPRINT ITEMS FOR COLLE	11/2017	95585976	9.99
18-1007	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	11/2017	201711286496	340.16
18-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286509	10.00
					DEPARTMENT TOTAL:	578.27
DEPARTMENT: 13		PARKS AND RECREATION				
18-0002	01-A0114	PHIL & HELEN SCHUMINSKY MUS	STORAGE SERVICES	12/2017	201711286510	87.00
18-0273	01-C1562	RUTH ELAINE COUTS	BELL CHOIR LESSONS	11/2017	201711296523	30.00
18-1007	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	11/2017	201711286496	989.18
18-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286509	125.00
18-0777	01-W0020	WALMART COMMUNITY BRC	CANDY & SUPPLIES FOR SPOO	11/2017	201711296526	1,799.34
					DEPARTMENT TOTAL:	3,030.52

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 15		GENERAL GOVERNMENT				
18-0002	01-A0114	PHIL & HELEN SCHUMINSKY MUS	STORAGE SERVICES	12/2017	201711286510	133.00
18-0075	01-C0278	COX COMMUNICATIONS, INC.	TELEPHONE/INTERNET	11/2017	201711286511	6,608.04
18-0094	01-F0078	DAIOHS USA, INC	COFFEE SERVICES	11/2017	195640	67.25
18-0008	01-I0015	TYLER TECHNOLOGIES, INC	UB, COURT, ONLINE COMPONE	11/2017	025-208105	250.00
18-0011	01-K0053	KG HOLDINGS, LP/WEP LAND HO	STAGE PAYBACK INCENTIVE	12/2017	201711286505	4,833.34
18-0010	01-K0127	KG SC HOLDINGS, LLC	CASH SAVER PAYBACK INCENT	12/2017	201711286506	2,773.90
18-0020	01-O0014	OK MUNICIPAL ASSURANCE GROU	PROPERTY INSURANCE	11/2017	201711286517	22,072.00
18-0021	01-O0014	OK MUNICIPAL ASSURANCE GROU	GENERAL & AUTO LIABILITY	11/2017	201711286518	19,806.25
18-0146	01-P1051	PITNEY BOWES BANK, INC	BULK POSTAGE	11/2017	201711286520	3,967.79
18-0156	01-S0306	SETH B SHAY	PEST CONTROL SERVICE	11/2017	201711286522	600.00
18-0160	01-S1002	STERLING J. BEECROFT, LLC	CHANGE OUT GFI PLUGS	11/2017	3381	161.00
18-1016	01-S1002	STERLING J. BEECROFT, LLC	CHANGE OUT BALLASTS	11/2017	3435	332.00
					DEPARTMENT TOTAL:	61,604.57
DEPARTMENT: 18		TOWN CENTER				
18-0343	01-F0078	DAIOHS USA, INC	COFFEE & SUPPLIES	11/2017	195642	129.75
18-0799	01-M0128	MAC FIRE SYSTEMS, INC	EVAX 50	11/2017	128591	3,080.00
18-0983	01-M0128	MAC FIRE SYSTEMS, INC	MONITORING - T.C.	11/2017	128402	230.00
18-0775	01-M0205	SAMUEL HAYES	REPAIRS TO DOORS	11/2017	888227	415.00
18-1007	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	11/2017	201711286496	9.87
18-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286509	25.00
18-0568	01-S1002	STERLING J. BEECROFT, LLC	REPAIR TO LIGHTS	11/2017	3407A	1,750.00
18-0614	01-S1002	STERLING J. BEECROFT, LLC	REPAIR TO LIGHTS	11/2017	3434	80.00
18-0897	01-S1002	STERLING J. BEECROFT, LLC	REPLACE FOYER LIGHTING	11/2017	3436	900.00
					DEPARTMENT TOTAL:	6,619.62
DEPARTMENT: 19		BALL COMPLEX				
18-0979	01-B0154	ICE MAKER SALES & SERVICE,	WINTERIZE ICE MACHINES	11/2017	1055479	306.00
18-0530	01-B1026	B&C APPAREL	T-SHIRTS FOR SOFTBALL LEA	11/2017	34189	1,316.00
18-0859	01-M0288	RAWLINGS SPORTING GOODS CO.	ITEMS FOR RESALE	11/2017	84454206	231.60
18-1007	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	11/2017	201711286496	344.35
18-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286509	60.00
18-1018	01-S0282	CHRIS L. SPITLER	SCHEDULING OF UMPS	11/2017	201711296524	680.00
18-0696	01-S1002	STERLING J. BEECROFT, LLC	CHANGE OUT FUSES	11/2017	3408	600.00
18-1014	01-T0053	TIMOTHY N. TRAYLOR	SCHEDULING OF REFS	11/2017	201711296525	90.00
					DEPARTMENT TOTAL:	3,627.95

FUND: 01 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 20		AQUATICS				
18-1007	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	11/2017	201711286496	1,033.72
18-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286509	20.00
					DEPARTMENT TOTAL:	1,053.72
DEPARTMENT: 21		FINANCE				
18-0104	01-G0085	GOVT FINANCE OFFICER ASSN	ANNUAL MEMBERSHIP DUES	11/2017	201711286515	190.00
18-0168	01-G0085	GOVT FINANCE OFFICER ASSN	GFOA APPLICATION FOR CERT	11/2017	201711286514	435.00
18-1007	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	11/2017	201711286496	48.14
18-0132	01-O0197	OKLAHOMA MUNICIPAL COURT CLA	ANNUAL MEMBERSHIP DUES	11/2017	201711286519	55.00
18-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286509	45.00
					DEPARTMENT TOTAL:	773.14
DEPARTMENT: 31		COMMUNITY DEVELOPMENT				
18-1007	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	11/2017	201711286496	20.12
18-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286509	75.00
					DEPARTMENT TOTAL:	95.12
DEPARTMENT: 41		POLICE				
18-0895	01-C5250	COMTECH DESIGN, PRINT & MAI	CHRISTMAS CARDS & ENVELOP	11/2017	210776	211.02
18-0084	01-D0090	STATE OF OKLAHOMA	OLETS USER FEES	11/2017	01-1800717	350.00
18-0097	01-F0078	DAIOHS USA, INC	COFFEE SERVICE	11/2017	195648	111.05
18-0998	01-M0115	MTM RECOGNITION CORPORATION	SGT BADGES FOR PROMOTION	11/2017	5908419	215.00
18-0126	01-M0170	DAVID L. MORRIS	VEHICLE REPAIRS	11/2017	201711286516	271.00
18-1007	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	11/2017	201711286496	131.86
18-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286509	745.00
18-0863	01-V0007	VICKERS PHOTOGRAPHY, INC.	GROUP & IND. PICTURES	11/2017	16737	1,327.50
18-0827	01-Y0040	YUKON TROPHY & AWARDS INC	DECALS FOR NEW UNITS	11/2017	1117250	950.00
					DEPARTMENT TOTAL:	4,312.43
DEPARTMENT: 42		ANIMAL CONTROL				
18-1007	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	11/2017	201711286496	66.20
18-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286509	10.00
					DEPARTMENT TOTAL:	76.20

FUND: 01 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 51		FIRE				
18-0906	01-A0039	A.S.C. INC.	VEHICLE REPAIR & MAINT.	11/2017	73758	5.90
18-0905	01-A0110	ALL SEASON BUILDING SUPPLY,	BUILDING REPAIR & MAINT.	11/2017	125797	90.33
18-0691	01-B0137	BOUNDTREE MEDICAL	EMS SUPPLIES	11/2017	99211027CQ	499.98
18-0962	01-C0231	CONRAD FIRE	PARTS FOR REPAIR	11/2017	522415	451.62
18-0183	01-C1118	GLOBAL BUSINESS, INC.	UNIFORM CLEANING	11/2017	L123509	8.00
18-0907	01-O0025	O'REILLY AUTOMOTIVE STORES,	VEHICLE REPAIR & MAINT.	11/2017	0309-229046	95.44
18-1007	01-O0090	STATE OF OKLAHOMA	UNEMPLOYMENT TAX PAYABLE	11/2017	201711286496	109.09
18-0904	01-O0227	OVERHEAD DOOR COMPANY OF OK	REPLACE PANELS ON DOOR	11/2017	265057	2,700.00
18-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286509	890.00
18-0794	01-W0020	WALMART COMMUNITY BRC	MISC. SUPPLIES	11/2017	201711286495	40.14
18-0939	01-W0112	WEATHERFORD PRESS	SPORT TEK POLO	11/2017	35351	74.00
					DEPARTMENT TOTAL:	4,964.50
					FUND TOTAL:	99,577.24

FUND: 08 - PD TRAFFIC ENFORCEMENT SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 41		POLICE ENFORCEMENT				
18-1011	01-B0119	BOLAY MOBILECOM INC	VHF RADIOS	11/2017	79047	649.64
					DEPARTMENT TOTAL:	649.64
					FUND TOTAL:	649.64

FUND: 13 - POLICE TECHNOLOGY FEE SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 41		POLICE TECHNOLOGY				
18-0287	01-T0029	WEST PUBLISHING CORPORATION	CLEAR FOR LAW ENFORCEMENT	11/2017	837123693	200.00
					DEPARTMENT TOTAL:	200.00
					FUND TOTAL:	200.00

FUND: 39 - LIMITED PURPOSE SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 18		TOWN CENTER				
18-0897	01-S1002	STERLING J. BEECROFT, LLC	REPLACE FOYER LIGHTING	11/2017	3436	8,000.00
					DEPARTMENT TOTAL:	8,000.00
DEPARTMENT: 72		WATER				
18-0578	01-S0057	SEVERN TRENT SERVICES INC	METER PURC. & MAINT. CAP	11/2017	201711286521	6,461.81
					DEPARTMENT TOTAL:	6,461.81
					FUND TOTAL:	14,461.81

FUND: 69 - RISK MANAGEMENT SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
18-1019	01-M1044	MODERN MEDICAL, INC	WORKERS COMP CLAIM	11/2017	201711296527	778.96
					DEPARTMENT TOTAL:	778.96
					FUND TOTAL:	778.96

NOVEMBER 2017 VISA

DEPT		
511	CITY MANAGER	$ 500.00
512	LIBRARY	$ 4,000.00
513	PARKS & RECREATION	$ 6,000.00
515	GENERAL GOVERNMENT	$ 2,000.00
518	TOWN CENTER	$ 4,000.00
521	FINANCE	$ 200.00
531	COMM. DEV.	$ 500.00
541	POLICE	$ 2,000.00
551	FIRE	$ 2,000.00
TOTAL		$ 21,200.00

November 2017 PAYROLL

DEPT		
501	CITY ATTORNEY	$ 14,250.86
511	CITY MANAGER	$ 41,311.47
512	LIBRARY	$ 34,014.70
513	PARKS & RECREATION	$ 85,622.74
518	TOWN CENTER	$ 6,773.77
519	BALL COMPLEX	$ 19,715.47
520	AQUATICS	$ 2,102.98
521	FINANCE	$ 51,368.45
531	COMMUNITY DEVELOPMENT	$ 44,895.28
541	POLICE	$ 264,079.14
542	ANIMAL CONTROL	$ 3,871.61
543	OHSO GRANT	$ 1,213.77
551	FIRE	$ 182,104.16
TOTAL		$ 751,324.40

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-4

2. **DATE:** December 5, 2017

3. **TITLE:** Approval to turn past due utility accounts over to the collection agency

4. **COUNCIL ACTION:** Approve or Deny

5. **INITIATOR:** Janet Watts, Finance Director

6. **BACKGROUND:** The attached utility accounts are past due and need to be sent to collections. Total balance is $3,494.28 excluding collection agency fees.

7. **STAFF SOURCE:** Janet Watts, Finance Director

8. **FINANCIAL IMPACT:** Bad debt write-off of $3,494.28

9. **STAFF COMMENTS:** Recommends turning accounts over to collections.

10. **CITY ATTORNEY'S COMMENTS:**

11. **RESOLUTION/ORDINANCE NO.** N/A

JANA FERRELL - COLLECTIONS

12/05/2017

ACCOUNT NUMBER	NAME	SERVICE ADDRESS	MAILING ADDRESS	BALANCE	TOTAL FEE	AGENCY FEE	TOTAL FEE
15-0293-05	BROWN, NATHANIEL & DONNETTE	616S CASTLE RIDGE LN	1341 SHAKER PL	$ 38.22	$ 51.60		
START DATE:		MUSTANG, OK 73064	NOSES LAKE, WA 98837				
FINAL DATE:							
09-0233-11	DUNCAN, SHARON & JAMES	810 W FORSTER DR	2467 CR 1407	$ 156.40	$ 211.14		
START DATE:		MUSTANG, OK 73064	ALEX, OK 73002				
FINAL DATE:							
7-0044-03	EVANS, TAMMY	608 S BROOKVIEW LN	608 S BROOKVIEW LN	$ 312.28	$ 421.58		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064				
FINAL DATE:							
21-0076-09	FAUL, TAMMIE	623 N CANADIAN TERR	908 BOYKIN DR	$ 323.85	$ 437.20		
START DATE:		MUSTANG, OK 73064	OKC, OK 73110				
FINAL DATE:							
06-0121-15	HARDING, ASHLEY	930 W KYLE WAY	930 W KYLE WAY	$ 235.07	$ 317.34		
START DATE:	CLINE, BRIAN	MUSTANG, OK 73064	MUSTANG, OK 73064				
FINAL DATE:							
18-0086-15	HEDGES, ASHLEE	1814 E SH 152	1814 E SH 152	$ 409.97	$ 553.46		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064				
FINAL DATE:							
06-0024-08	JANKO, SHAMUS	1042 W GRIGGS WAY	1108 SW 102ND ST	$ 117.31	$ 158.37		
START DATE:		MUSTANG, OK 73064	OKC, OK 73139				
FINAL DATE:							
10-0109-20	MARTINEZ, VERONICA	433 W JUNIPER DR	433 W JUNIPER DR	$ 348.08	$ 469.91		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064				
FINAL DATE:							
16-0094-02	MCDANIEL, JENNIFER	301 E MOHR LN	301 E MOHR LN	$ 737.15	$ 995.15		
FINAL DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064				
FINAL DATE:							
19-0091-05	MCGEE, JUSTIN	2209 E FRONITIER TERR	1700 S EASTERN	$ 33.79	$ 45.62		
START DATE:		MUSTANG, OK 73064	OKC, OK 73129				
FINAL DATE:							
06-0032-04	MILLER, JENNIFER	1126 W GRIGGS WAY	11680 120TH ST	$ 82.37	$ 111.20		
START DATE:		MUSTANG, OK 73064	LEXINGTON, OK 73051				
FINAL DATE:							
05-0284-02	PRICE, DYLAN	768 W WINDMILL COURT WAY	460 N PEBBLE CREEK TERR #201	$ 270.41	$ 365.05		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064				
FINAL DATE:							
13-0020-05	RODEN, JEFFERY & TAYLOR	226 W APPLE BRANCH WAY	226 W APPLE BRANCH WAY	$ 236.13	$ 318.78		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064				
FINAL DATE:							
08-0022-07	VANCE, JEREMY	518 W LINDEN DR	518 W LINDEN DR	$ 193.25	$ 260.89		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064				
FINAL DATE:							
ACCOUNTS: 14			TOTALS:	$ 3,494.28	$ 4,717.28	$ 1,223.00	$ 4,717.28

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-5
2. **MEETING DATE:** December 5, 2017
3. **TITLE:** Approval to turn past due library accounts over to collection agency.
4. **COUNCIL ACTION:** Approve/Deny
5. **INITIATOR:** Janet Watts, Finance Director
6. **BACKGROUND:**
   The attached library accounts are past due and need to be sent to collections. The total balance is $985.27 excluding collection agency fees.
7. **FINANCIAL IMPACT:**
   Inventory loss of $985.27
8. **STAFF COMMENTS:** Recommend Approval
9. **STAFF SOURCE:** Julie Slupe, Library Director
10. **CITY ATTORNEY COMMENTS:**
11. **RESOLUTION/ORDINANCE NO.** N/A

Council Copy
Accounts Sent to Collections
for November, 2017

	A	B	C	D	E
1	Acct #	NAME/RESPONSIBLE PARTY	CITY, STATE, ZIP	BOOK BALANCE	
2	0071631	Jadan Brianna Martinez Ford	Yukon, OK 73099	$100.84	
3	0066869	Laura L. Nguyen	Oklahoma City, OK 73179	$128.39	
4	0071570	Autumn Nichole Delno	Tuttle, OK 73089	$141.74	
5	0059167	Amanda K Daniels	Mustang, OK 73064	$89.99	
6	0059356	Ashley N. Kimbrell	Mustang, OK 73064	$77.02	
7	0028370	Delana Allison Smiley	Yukon, OK 73099	$80.89	
8	0059321	Ronda Johnson Whitener	Mustang, OK 73064	$75.00	
9	0026325	Anna Lynn Winn	Mustang, OK 73064	$93.96	
10	0071414	David Kruszewski	Yukon, OK 73099	$42.63	
11	0071412	David Kruszewski	Yukon, OK 73099	$30.94	
12	0071413	David Kruszewski	Yukon, OK 73099	$12.99	
13	0071083	Jennifer Robbins	Yukon, OK 73099	$110.88	
14					
15					
16			TOTAL FOR INDIVIDUALS	$985.27	
17					
18			TOTAL FOR ILL	0.00	
19					
20			OVERALL TOTAL	985.27	
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					

City of Mustang
City Council
Agenda Item Commentary

1. ITEM NO. F-6
2. MEETING DATE: December 5, 2017
3. TITLE: Approval of Schedule of Meetings for City Council, Boards and Commissions, and Holidays for the City of Mustang/ MIA for the Year 2018
4. COUNCIL ACTION: Approve/Deny
5. INITIATOR: Lisa Martin, City Clerk
6. BACKGROUND:

   All schedules of meetings for the City Council/MIA, Boards and Commissions, and the holiday schedule for the City of Mustang are to be submitted to the City Clerk and approved by the City Council by December 15th of every year. This item is to meet this requirement.

7. FINANCIAL IMPACT: None.
8. STAFF COMMENTS: Recommend Approval
9. STAFF SOURCE: Tim Rooney, City Manager
10. RESOLUTION / ORDINANCE NO.

2018 SCHEDULE OF MEETINGS
MUSTANG CITY COUNCIL AND MUSTANG IMPROVEMENT AUTHORITY
MUSTANG MUNICIPAL BUILDING
1501 N. MUSTANG ROAD
MUSTANG, OKLAHOMA
1ST TUESDAY OF EACH MONTH @ 7:00 p.m.

DATE

Tuesday, 01/02/18

Tuesday, 02/06/18

Tuesday, 03/06/18

Tuesday, 04/03/18

Tuesday, 05/01/18

Tuesday, 06/05/18

Monday, 07/03/18

Tuesday, 08/07/18

Tuesday, 09/04/18

Tuesday, 10/02/18

Tuesday, 11/06/18

Tuesday, 12/04/18

Per the City Code - Section 2-31 – Time and Place of Meetings – The Council of the City shall hold regular meetings at 7:00 p.m. on the first Tuesday of every month; provided that, if such a Tuesday falls on a Holiday, the regular meeting shall be held at that time on the next day which is not a holiday.

Approved by City Council and Filed in the Office of the City Clerk on Tuesday, Dec. 5, 2017

_____

Lisa Martin, City Clerk

MUSTANG PLANNING COMMISSION
2018 SCHEDULE OF MEETINGS
2ND AND 4TH TUESDAY OF EACH MONTH

DAY OF WEEK	MONTH	DATE	DATE	TIME
Tuesday	January	9	23	7 P. M.
Tuesday	February	13	27	7 P. M.
Tuesday	March	13	27	7 P. M.
Tuesday	April	10	24	7 P. M.
Tuesday	May	8	22	7 P. M.
Tuesday	June	12	26	7 P. M.
Tuesday	July	10	24	7 P. M.
Tuesday	August	14	28	7 P. M.
Tuesday	September	11	25	7 P. M.
Tuesday	October	9	23	7 P. M.
Tuesday	November	13	27	7 P. M.
Tuesday	December	11	26	7 P. M.

MUSTANG BOARD OF ADJUSTMENT
2018 SCHEDULE OF MEETINGS
2ND AND 4TH TUESDAY OF EACH MONTH
AS NEEDED

DAY OF WEEK	MONTH	DATE	DATE	TIME
Tuesday	January	9	23	6 P. M.
Tuesday	February	13	27	6 P. M.
Tuesday	March	13	27	6 P. M.
Tuesday	April	10	24	6 P. M.
Tuesday	May	8	22	6 P. M.
Tuesday	June	12	26	6 P. M.
Tuesday	July	10	24	6 P. M.
Tuesday	August	14	28	6 P. M.
Tuesday	September	11	25	6 P. M.
Tuesday	October	9	23	6 P. M.
Tuesday	November	13	27	6 P. M.
Tuesday	December	11	26	6 P. M.

MUSTANG TRAFFIC COMMISSION 2018 MEETING SCHEDULE

(SECOND WEDNESDAY EVERY MONTH 10:00 A.M.)

WEDNESDAY	JANUARY 10
WEDNESDAY	FEBRUARY 14
WEDNESDAY	MARCH 14
WEDNESDAY	APRIL 11
WEDNESDAY	MAY 9
WEDNESDAY	JUNE 13
WEDNESDAY	JULY 11
WEDNESDAY	AUGUST 8
WEDNESDAY	SEPTEMBER 12
WEDNESDAY	OCTOBER 10
WEDNESDAY	NOVEMBER 14
WEDNESDAY	DECEMBER 12

Mustang Public Library Board
Meeting Date for 2018

The Mustang Public Library Board meets the 4th Thursday of each month at 5:15 p.m., except as noted by an *

January 25, 2018
February 22, 2018
March 22, 2018
April 26, 2018
May 24, 2018
June 28, 2018
July 26, 2018
August 23, 2018
September 27, 2018
October 25, 2018
November 15, 2018*
No meeting in December 2018*

Leisure Board Meetings 2018

Leisure Services Board meetings are held the fourth Monday of each month (excluding holidays), 7pm at Mustang Town Center in classroom A.

January 15
February 26
March 26
April 23
May 29 (moved to Tuesday due to holiday)
June 25
July 23
August 27
September 24
October 22
November 26
December 26 (moved to Wednesday due to holidays)

CITY OF MUSTANG

PERSONNEL BOARD

MEETING SCHEDULE FOR 2018

Day	Date	Time
Monday	March 5th	7:00pm

CITY OF MUSTANG

2018 HOLIDAY SCHEDULE

For non-uniformed personnel.

DAY	DATE	HOLIDAY
MONDAY	January 1st	NEW YEAR'S DAY
MONDAY	January 15th	MARTIN LUTHER KING JR DAY
MONDAY	February 19th	PRESIDENT'S DAY
MONDAY	May 28th	MEMORIAL DAY
WEDNESDAY	July 4th	INDEPENDENCE DAY
MONDAY	September 3rd	LABOR DAY
MONDAY	November 12th	VETERANS DAY
THURSDAY FRIDAY	November 22rd November 23th	THANKSGIVING DAY AFTER THANKSGIVING
MONDAY TUESDAY	December 24th December 25th	CHRISTMAS DAY CHRISTMAS EVE (observed)

City Hall will be closed in observance of the above holidays.

CITY OF MUSTANG

2018 HOLIDAY SCHEDULE

For Fire Department (union) Personnel

DAY	DATE	HOLIDAY
MONDAY	January 1st	NEW YEAR'S DAY
MONDAY	January 15th	MARTIN LUTHER KING JR DAY
THURSDAY	November 22nd	THANKSGIVING
FRIDAY	November 23rd	DAY AFTER THANKSGIVING
MONDAY	December 24th	CHRISTMAS EVE
TUESDAY	December 25th	CHRISTMAS DAY

Holiday Pay or Holiday Worked Pay will be paid in accordance with the contract on the above holidays.

CITY OF MUSTANG

2018 HOLIDAY SCHEDULE

For Police Department Personnel (except office personnel)

DAY	DATE	HOLIDAY
MONDAY	January 1st	NEW YEAR'S DAY
MONDAY	January 15th	MARTIN LUTHER KING JR DAY
MONDAY	February 19th	PRESIDENT'S DAY
MONDAY	May 28th	MEMORIAL DAY
WEDNESDAY	July 4th	INDEPENDENCE DAY
MONDAY	September 3rd	LABOR DAY
SUNDAY	November 11th	VETERANS DAY
THURSDAY FRIDAY	November 22nd November 23rd	THANKSGIVING DAY AFTER THANKSGIVING
MONDAY TUESDAY	December 24th December 25th	CHRISTMAS EVE CHRISTMAS DAY

Uniformed Police personnel (union) will be paid in accordance with the current FOP contract for the above holidays.

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. ITEM NO. G-2a

2. MEETING DATE: DECEMBER 5, 2017

3. TITLE: APPOINTMENT OF ONE MEMBER TO THE MUSTANG PLANNING COMMISSION

4. COUNCIL ACTION: Appoint One New Member to the Mustang Planning Commission

5. INITIATOR: Melissa Helsel, Community Development Director

COMMENTS & FACTS: Darryl Johnson, of Ward 3, has resigned from the Mustang Planning Commission due to scheduling conflicts.

We have received one application for the open seat from a Ward 3 citizen, David Russell. Mr. Russell has some knowledge of engineering and storm water management and is interested in serving on the Planning Commission.

Planning Commission seats are Ward Specific when possible.

7. FINANCIAL IMPACT: none

8. STAFF COMMENTS: Staff recommends the appointment of David Russell to the Mustang Planning Commission. His background will be helpful on the board.

9. STAFF SOURCE: Melissa Helsel, Community Development Director

10. CITY ATTORNEY'S COMMENTS:

11. RESOLUTION/ORDINANCE NO. _____

11/21/2017

CITY OF MUSTANG
1501 N. Mustang Rd.
MUSTANG, OKLAHOMA 73064
PHONE: (405) 376-4521

BOARD OR COMMITTEE RESUME

NAME: David Russell **ADDRESS:** 443 W Chantilly Way

PHONE NUMBERS: (405)850-6422

EDUCATION: Associates Degree in Automotive Service Technology

ADDITIONAL SUBJECTS STUDIED: Various Engineering and Storm Water classes

WORK EXPERIENCE: Automotive Service Technician, Automotive Service Manager, Civil Engineering Designer

AFFILIATIONS, HOBBIES, INTERESTS:

President, Oklahoma Coral Farmers Association

REFERENCES:

I WOULD BE INTERESTED IN SERVING ON THE FOLLOWING BOARD(S) FOR THE CITY:

X **PLANNING COMMISSION**	___ **BOARD OF ADJUSTMENT**
___ **PERSONNEL BOARD**	___ **LIBRARY BOARD**
___ **CAPITAL IMP. BOARD**	___ **ECONOMIC DEVELOPMENT AUTH.**
___ **YOUTH ADVISORY COM**	___ **PARKS & LEISURE BOARD**

I UNDERSTAND MY APPLICATION OR RESUME IS A MATTER OF PUBLIC RECORD AND SUCH INFORMATION AS SHOWN ON MY APPLICATION OR RESUME IS RELEASABLE TO THE GENERAL PUBLIC, ACCORDINGLY PURSUANT TO THE REQUST BY THE MEDIA AND OTHER MEMBERS OF THE PUBLIC, SUCH INFORMATION WILL BE RELEASED UPON REQUEST.

11/21/17
DATE

SIGNATURE

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** H-1
2. **MEETING DATE:** December 5, 2017
3. **TITLE:** Discussion, Consideration and Possible Action to Accept the Comprehensive Annual Financial Report and Report on Internal Control and Compliance with Government Auditing Standards for fiscal year ending June 30, 2017.
4. **COUNCIL ACTION:** Accept/Deny
5. **INITIATOR:** Janet Watts, Finance Director
6. **BACKGROUND:**
   Elfrink and Associates, PLLC recently concluded the fiscal year audit ending June 30, 2017 for the City of Mustang.

   The annual audit report will be presented by Anne Marie Elfrink, MS, CPA.
7. **FINANCIAL IMPACT:**
8. **STAFF COMMENTS:**
9. **STAFF SOURCE:** Janet Watts, Finance Director
10. **ORDINANCE /RESOLUTION NO. NA**

Elfrink and Associates, PLLC
Certified Public Accountants

November 22, 2017

To the City Council
1501 N. Mustang Road
Mustang, OK 73064

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Mustang, Oklahoma ("City") for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 6, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1B to the financial statements. The City implemented GASB Statement No. 77, *Tax Abatements*, during the year and added an additional footnote disclosure, see footnote 4C. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

> Management's estimate of the useful life of capital assets is based on historical experience as well as practice in place by similar entities. We evaluated the key factors and assumptions used to develop the useful life of capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.
>
> The valuation of the net pension liability and related deferrals involves significant estimates and assumptions, including the valuation of future benefit obligations as well as investment results. We have reviewed the key factors and assumptions used to develop these estimates and assumptions in determining that the estimates are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of the Schedule of Revenue and Bond Debt Service Coverage on page 90 of the Other Information section of the CAFR. The scheduled shows a computed net revenue coverage of annual debt service, as defined by the debt covenants, of 2.92 which is in excess of the 1.25 required by the debt covenants. The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit. Management and staff were very responsive to our requests.

3119 E 87th Street
Tulsa, OK, 74137
Members of the AICPA and OSCPA
918-361-2133
anne.elfrink@CPA.com
Government and Nonprofit Auditing

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the City's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 22, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management Discussion and Analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Schedule of Expenditures of Federal Awards, combining financial statements, and budgetary comparison schedules which accompany the financial statements but is not RSI. With respect to this other information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the other information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements

Restriction on Use

This information is intended solely for the information and use of the Board of Trustees and management of the City of Mustang, Oklahoma and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Elfrink and Associates, PLLC

Elfrink and Associates, PLLC

MUSTANG IMPROVEMENT AUTHORITY
MUSTANG MUNICIPAL BUILDING
1501 N. MUSTANG ROAD
MUSTANG, OKLAHOMA 73064

DECEMBER 5, 2017
7:00 P.M.

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. NEW BUSINESS

D. CONSENT AGENDA

These items are considered on the Consent Agenda so that members of the Improvement Authority by unanimous consent can designate routine agenda items to be approved by one motion. If any item proposed on the Consent Agenda does not meet with approval of all Trustees that item will be removed and heard in regular order.

1. Approval of **11/21/2017** MIA Minutes
*2. Claims List for **FY 2018**
*3. Approval to Turn **Past Due Utility Accounts** over to the Collection Agency.
*4. Approval of **Schedule of Meetings** for City Council, Boards and Commissions, and **Holidays** for the City of Mustang/MIA for the Year 2018.

E. INFORMATION/REPORTS

1. Trustee Manager

2. Trustees

F. DISCUSSION ITEMS

*1. **Discussion, Consideration and Possible Action** regarding Acceptance of the Comprehensive Annual Financial Report and Report on Internal Control and Compliance with Government Auditing Standards for Fiscal Year ending June 30, 2017.

G. ADJOURNMENT

***Items Considered Concurrently on the City Council Agenda.**

MUSTANG IMPROVEMENT AUTHORITY
NOVEMBER 21, 2017

The Mustang Improvement Authority met in regular session on Tuesday, November 21, 2017, at 7:00 p.m. in the Mustang Municipal Building Council Chambers. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Friday, November 17, 2017, at 4:30 p.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A. CALL TO ORDER

Chairman Adams called the meeting to order at **7:14 p.m.**

B. ROLL CALL

Trustees Present: **Quigley**
Leete
Grider
Jones
Hagan
Schweinberg

Trustees Absent: **Adams**

C. NEW BUSINESS

None.

D. CONSENT AGENDA

1. Approval of **11/07/2017** MIA Minutes
*2. Claims List for **FY 2018**

MOTION was made by **Trustee Grider**, seconded by **Trustee Leete**, to approve Items D-1 through D-2 of the Consent Agenda.

AYE: **Quigley, Leete, Grider, Jones, Hagan, Schweinberg**
NAY: **None**

E. INFORMATION/REPORTS

1. Trustee Manager

None.

2. Trustees

None.

F. DISCUSSION ITEMS

None.

G. ADJOURNMENT

MOTION was made by **Trustee Grider**, seconded by **Trustee Hagan**, to adjourn.

AYE: **Quigley, Leete, Grider, Jones, Hagan, Schweinberg**
NAY: **None**

Meeting was adjourned at **7:15 p.m.**

_____
Jay Adams, Chairman

Attest:

_____
Lisa Martin, Secretary

FUND: 68 - IMPROVEMENT AUTHORITY SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 68		GENERAL GOVERNMENT				
18-0003	01-B0024	BANCFIRST	2013 NOTE PAYMENT	12/2017	201711286499	58,943.09
18-0004	01-B0024	BANCFIRST	2009 OWRB LOAN PAYMENT	12/2017	201711286501	21,939.67
18-0037	01-B0024	BANCFIRST	2014B NOTE PAYMENT	12/2017	201711286500	36,264.76
18-0336	01-B0024	BANCFIRST	2017 NOTE PAYMENT	12/2017	201711286503	78,059.10
18-0594	01-B0024	BANCFIRST	2016 NOTE PAYMENT	12/2017	201711286502	98,314.80
18-0390	01-C0108	COWAN GROUP ENGINEERING, LL	89TH STREET IMPROVEMENTS	11/2017	3294	12,142.75
18-0561	01-C0108	COWAN GROUP ENGINEERING, LL	ENGINEERING FEES	11/2017	3292a	4,470.12
18-0806	01-C1191	CEC CORPORATION	CONSTRUCTION MATERIALS TE	11/2017	1701220316-000-01	250.00
18-0091	01-E0043	EMERGENCY MEDICAL SERVICES	AMBULANCE ASSESSMENT	11/2017	201711286513	49,278.00
18-0008	01-I0015	TYLER TECHNOLOGIES, INC	UB, COURT, ONLINE COMPONE	11/2017	025-208105-	192.00
18-0042	01-M0210	MUSTANG IMPROVEMENT AUTHORI	TRANSFER CIP FEE	12/2017	201711286507	32,000.00
18-0017	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	12/2017	201711286508	8,333.34
18-0663	01-S1223	SOUTHWEST WATER WORKS LLC	2014S. MUST. RD. WATERLIN	11/2017	1	159,962.90
					DEPARTMENT TOTAL:	560,150.53
DEPARTMENT: 72		WATER				
18-0005	01-C0083	CENTRAL OKLAHOMA WATER RESO	ANNUAL MEMBERSHIP DUES	11/2017	2017-2018A	16,935.00
18-0578	01-S0057	SEVERN TRENT SERVICES INC	METER PURC. & MAINT. CAP	11/2017	201711286521A	5,957.98
					DEPARTMENT TOTAL:	22,892.98
DEPARTMENT: 75		SEWER				
18-0391	01-C0108	COWAN GROUP ENGINEERING, LL	WWTP EXPANSION & MODIFICA	11/2017	3293	24,800.00
18-0578	01-S0057	SEVERN TRENT SERVICES INC	METER PURC. & MAINT. CAP	11/2017	201711286521A	3,499.13
					DEPARTMENT TOTAL:	28,299.13
DEPARTMENT: 78		SANITATION				
18-0130	01-O0121	OKLAHOMA ENVIRONMENTAL MANA	SANITATION SERVICES	11/2017	2970	83,259.45
					DEPARTMENT TOTAL:	83,259.45
					FUND TOTAL:	694,602.09

FUND: 70 - MIA RESERVE SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 70		ADMINISTRATION				
18-0561	01-C0108	COWAN GROUP ENGINEERING, LL	ENGINEERING FEES	11/2017	3292a	7,671.50
18-0578	01-S0057	SEVERN TRENT SERVICES INC	METER PURC. & MAINT. CAP	11/2017	201711286521A	147,947.99
18-0888	01-Y0109	ALVIS J. YORK SR.	PUMP REPLACEMENT	11/2017	21015A	25,000.00
18-1008	01-Y0109	ALVIS J. YORK SR.	PUMP REPLACEMENT	11/2017	21015	5,834.44
18-1009	01-Y0109	ALVIS J. YORK SR.	PUMP REPLACEMENT	11/2017	20191	34,858.00
					DEPARTMENT TOTAL:	221,311.93
					FUND TOTAL:	221,311.93
					GRAND TOTAL:	1,031,581.67