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

OCTOBER 20, 2015
7:00 P.M.

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE/INVOCATION

Terry Armstrong, Pastor, Mustang Church of the Nazarene

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 Councilmembers that item will be removed and heard in regular order.

1. Approval of **10/06/15** City Council Minutes.

*2. Claims List for **FY'16**

3. Approval to Turn **Past Due Library Accounts** over to the Collection Agency.
4. Approval of **ASPCA Adoption Ambassador Program Implementation Grant** #2015-1069 to Promote Increased Adoptions of Shelter Animals and to Reduce Shelter Populations through the Use of Community Involvement and Pet Fostering.
5. Approval of **Resolution No. 16-019** Making Changes in the General Fund Budget by Making a Supplemental Appropriation to Increase the 2015-2016 Fiscal Year Budget by $3,000.

G. INFORMATION/REPORTS

1. City Manager

   Included in Agenda Packet

2. City Council

   a. Approval of **Proclamation** Declaring October 18th through 24th as "**Friends of Library Week**".

H. DISCUSSION ITEMS

1. **Discussion, Consideration and Possible Action** regarding Approval of Change Order to Contract for Maintenance and Operation of Public Streets and Mowing and Maintenance of Public Parks and Facilities

J. CITY ATTORNEY'S REPORT

Discussion, Consideration and Possible Action regarding *Richard Sutton, et al. v. City of Mustang, Oklahoma, et al.*, Case No. CJ-2014-546, District Court, Canadian County, Oklahoma; and, **Proposed Executive Session as authorized by 25 Okla. Stat. §307(B)(4).**

K. ADJOURNMENT

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

MUSTANG CITY COUNCIL
OCTOBER 6, 2015

The Mustang City Council met in regular session on Tuesday, October 6, 2015, 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, October 2, 2015, at 2:15 p.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 **7:00 p.m.**

B. PLEDGE OF ALLEGIANCE/INVOCATION (Terry Armstrong, Pastor, Mustang Church of the Nazarene)

Pastor Armstrong led the assembly in the Pledge and Invocation. He stated the Church had just hosted its annual 5K run with over 125 runners with 60-75% of those being from outside of Mustang so was able to bring in people from other areas to our City. He thanked the Police and Fire Departments for their assistance with the run. He also stated the Church was in the process of adding a splash pad to its campus which would be open to the community as well as adding a walking path in the near future.

C. ROLL CALL

Councilmembers Present:	**Riley**
	Staples
	Grider
	Jones
	Hagan
	Schweinberg
	Adams
Councilmembers Absent:	**None**

D. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

Mr. John Winkelman, 1947 E Cottonwood Terr, Bronco Towing – addressed the Council stating last month, the Council had voted to create a rotation system for wrecker service in the City; however, the City is utilizing wrecker services outside of Mustang stating this was hurting business for the two wrecker services who actually reside in the Mustang city limits. He stated the Yukon wrecker services take the vehicles back to Yukon where the vehicle owners have to go to retrieve their vehicle and while there, may purchase gas in Yukon, eat in Yukon, etc., hurting Mustang businesses. He stated utilizing the two wrecker services in Mustang help not only their businesses, but other Mustang businesses, and keeps tax dollars in the City, plus is more convenient for the residents when retrieving their vehicles.

Mayor Adams stated he would discuss the rotation schedule with the City Manager and Police Chief and see if any changes needed to be made.

Josh Drew, 1416 E Eaglenest Terr, addressed the Council stating he was speaking on behalf of the building owner of Stage, Hibbett's, and Mattress Furniture Gallery located in the shopping center on Mustang Road and Hwy 152 stating they have a problem with one of the City's ordinances stating one ton trucks cannot park in the parking lot. He stated the Mattress Furniture Gallery utilizes a one ton truck as their delivery truck stating they had given them permission to park in the parking lot; however, it has been cited with a ticket. He asked how the company can do business if they are not able to park their truck and make deliveries to customers in the City.

City Manager Rooney stated the delivery truck parks overnight in the parking lot and the complaint was made by one of the business owners in the same area and due to the City Ordinance, a ticket had to be given.

Mayor Adams advised Mr. Drew to make an appointment with the City Manager to discuss and the City Manager will discuss with the applicable Councilmember to see if an Ordinance change was needed.

Ben VanVactor, 709 N. Chisholm Trail Way, addressed the Council stating as a member of Chisholm Trail Neighborhood Association, we would like to thank and give our gratitude to Councilman Grider and the four church youth groups for their hard work cleaning out the vegetation and debris in the drainage ditch in their neighborhood. He stated they did a great job and they are very thankful for their service.

E. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

None.

F. CONSENT AGENDA

1. Approval of **09/15/15** City Council Minutes.

*2. Claims List for **FY'16**

*3. Approval to Turn **Past Due Utility Accounts** over to the Collection Agency.

4. Approval of **Resolution No. 16-015** Making Changes in the Park Improvement Fund Budget by Making a Supplemental Appropriation to Increase the 2015-2016 Fiscal Year Budget by $8,052.

5. Approval of **Resolution No. 16-016** Making Changes in the General Fund Budget by Making a Supplemental Appropriation to Increase the 2015-2016 Fiscal Year Budget by $26,500.
6. Approval of **Resolution No. 16-017** Making Changes in the General Fund Budget by Making a Supplemental Appropriation to Increase the 2015-2016 Fiscal Year Budget by $20,250.
7. Approval of **Resolution No. 16-018** Making Changes in the General Fund Budget by Making a Supplemental Appropriation to Increase the 2015-2016 Fiscal Year Budget by $2,489.
8. Approval of **Interlocal Agreement** between the City of Mustang and Canadian County District #2.
9. Approval to Grant **Easement** to OG&E to Serve Community Garden Storage and Future Pavilion for Wild Horse Park.

*10. Acknowledgement of **Receipt of DEQ Permit** No. WL000009150384 to Construct Water Lines and Appurtenances for Hunter's Springs Addition, Phase I.

MOTION was made by **Councilman Grider,** seconded by **Councilman Schweinberg,** to approve Items F-1 thru F-10 of the Consent Agenda.

AYE: Riley, Staples, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

G. INFORMATION/REPORTS

1. City Manager

City Manager Rooney stated the City Manager's report was delivered to Council this evening and if anyone had any questions after reading it, to let him know and he would be happy to provide further information. He stated the report was also available on the City's website at www.cityofmustang.org.

Councilman Grider asked if the City had received any quotes from Silver Star Construction regarding debris removal from drainage canals at the other subdivisions discussed in the Work Session.

Rooney stated none had been received at this time, but would obtain quotes and review them with Council at the November Work Session.

2. **City Council**

Mayor Adams asked the Councilmembers if they had anything to report in their respective Wards:

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

Councilwoman Staples asked what the status was regarding sidewalk completion between Kingdom Hall and Family Video.

> **City Manager Rooney** stated he would try to get a date from Silver Star Construction and let her know.

Staples also stated she had received a complaint regarding a business, CNET, on Cedar Branch Way with bright lights shining into a resident's home and/or yard.

> **Community Development Director Helsel** stated they had spoken with the business before, but would contact them again

Councilman Grider thanked the four youth groups from the First Baptist Church Mustang, the Nazarene Church, the Methodist Church, and Chisholm Heights Baptist Church for taking their day out of school to help the community and clean drainage ditches. He stated it was no cost to the City or to the churches, with different people making donations stating approximately 75 students participated.

Councilman Jones stated he had been in contact with Mr. Winkelman stating he would be happy to help with the situation.

Councilwoman Hagan did not have anything to report at this time.

Councilman Schweinberg congratulated Councilman Grider and his wife on the birth of their daughter. He also stated his eight year old granddaughter was crowned the 2015-16 Oklahoma Czech Princess over the weekend.

Mayor Adams stated the street lights on Hwy 152 were having trouble again and asked the City Manager to contact OG&E. He also congratulated Councilman Grider and his wife on the new baby and thanked the Council for their hard work and commitment.

H. DISCUSSION ITEMS

1. **Public Hearing, Discussion, Consideration and Possible Action** regarding Approval or Denial of **Ordinance No. 1131** of the City of Mustang, Oklahoma, Amending Chapter 90, of the Code of Ordinances of the City of Mustang, Oklahoma, by Adding Section 90-6, Partially Vacating an Easement Dedicated to the City of Mustang, which Easement is Located in Lot 53, Block 5 of Hunter's Glenn Phase 3, an Addition to the City of Mustang, Canadian County, Oklahoma, According to the Recorded Plat Thereof, as more Particularly Described in the Ordinance; Declaring Repealer; and Providing for Severability.

   Community Development Director Helsel stated this request was being made by the property owner, Charles Mosley, to vacate the north 10 feet of the 20 foot easement at the south boundary of his property in order to construct a swimming pool in that area stating the Community Development Department does not issue swimming pool permits on easements. She stated the property was located at 542 W. Alamo Court Way in Hunters Glenn Addition, Section 3 and stated when this addition was platted in March, 2006, easements to the City of Mustang and its franchisees were granted.

   Helsel stated the City contacted the pertinent utility companies and each said they would not agree to vacate the easement, but would grant the property owner permission to build a pool in the easement as long as he would sign a waiver of responsibility for any damage done to the property or any relocation required. She stated Severn Trent did not recommend the vacation of this easement due to needing the extra space for their equipment to work on the line if there was a problem. She stated One Gas does not object to the vacation as they do not have any facilities or equipment in that easement.

   Helsel stated staff does not recommend approval of the vacation stating it could be a dangerous precedent to set and feels that it is the home-buyer's responsibility to know where their easements are located and their construction restrictions.

MOTION was made by **Mayor Adams,** seconded by **Councilman Schweinberg,** to open the matter for Public Hearing.

AYE: Riley, Staples, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

Charles Mosley, 542 W. Alamo Court Way, Property Owner, addressed the Council stating he was a school teacher and recently moved to Mustang and has plans to stay in Mustang. He stated he had purchased an above ground swimming pool not realizing there would be any issues with placing it in his backyard as neighbors also have above ground pools. He stated he had a letter from his doctor stating he had health issues and the pool would be beneficial to him. Mr. Mosley stated he would gladly sign anything giving permission to go into his backyard, empty, and/or move the pool if needed for any utility work.

Discussion was held concerning if the pool would be in the easement with Mr. Mosley stating currently where he would like to place it, it would be in the easement, but would not be on top of any utility lines. Other discussion included possibly purchasing a smaller pool or moving the pool to a different location in the yard.

Discussion was also held regarding other means that could be used besides vacating an easement in order for Mr. Mosley to have the pool such as a revocable permit or temporary permit. Other discussion included the time it would take to empty the pool in order for utility work to be performed.

MOTION was made by **Mayor Adams**, seconded by **Councilman Schweinberg**, to close the Public Hearing.

AYE: Riley, Staples, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

Councilman Riley stated he was torn on this item stating Mr. Mosley did answer most of his questions and if he was willing to tear down the pool if required, he was kind of in favor of vacating the easement; however, he also understood Staff's concerns regarding precedence.

Mayor Adams stated vacating an easement is giving the property away and was not in favor of using that method and asked ***City Attorney Miller*** if a temporary license would be possible.

City Attorney Miller stated Council could consider a temporary license for non-permanent structures with imposed restrictions. He stated an ordinance would have to be developed, but did not think it would take long if requested by Council.

Councilman Grider requested an item be placed on the next Work Session to discuss temporary licenses with restrictions for these types of situations.

Councilman Schweinberg stated he was not in favor of vacating the easement, especially with all the issues regarding easements and homeowner associations the City is dealing with right now stating this needed to be thoroughly thought out in order to not create a liability years down the road.

Councilwoman Hagan stated her Ward had a similar issue where a storm shelter was installed in the front yard on an easement and the property owner was required to move it. She stated she did not like messing with City easements.

MOTION was made by **Councilwoman Hagan,** seconded by **Councilman Schweinberg,** to Deny **Ordinance No. 1131** of the City of Mustang, Oklahoma, Amending Chapter 90, of the Code of Ordinances of the City of Mustang, Oklahoma, by Adding Section 90-6, Partially Vacating an Easement Dedicated to the City of Mustang, which Easement is Located in Lot 53, Block 5 of Hunter's Glenn Phase 3, an Addition to the City of Mustang, Canadian County, Oklahoma, According to the Recorded Plat Thereof, as more Particularly Described in the Ordinance; Declaring Repealer; and Providing for Severability.

AYE: Staples, Grider, Jones, Hagan, Schweinberg, Adams
NAY: Riley

*2. **Discussion, Consideration and Possible Action** regarding Acceptance of Bids for Project labeled Waste Water Treatment Plant Improvements.

City Manager Rooney stated the Waste Water Treatment Plant Improvements project will address the headworks of the waste water plant, site piping modifications, SCADA/SBR communications, aerators in storm water and waste activated sludge basin, and adding flow meter to/from storm holding basin. He stated the project was placed out to bid with four qualified bids being received: HCCCo. @ $915,000; Rudy Box & Associates @ $1,517,000; Walters-Morgan Construction @ $946,000; and Wynn Construction @ $1,040,000 stating the Engineer's Estimate was $990,000. **Rooney** stated Staff recommends acceptance of all the bids.

MOTION was made by **Councilman Schweinberg,** seconded by **Councilman Jones,** to Accept the Bids for Project labeled Waste Water Treatment Plant Improvements.

AYE: Riley, Staples, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

*3. **Discussion, Consideration and Possible Action** regarding Awarding Bid for Project labeled Waste Water Treatment Plant Improvements.

City Manger Rooney stated four bids were received for the project labeled Waste Water Treatment Plant Improvements stating the Engineer (Cowan Engineering) was comfortable with the low qualified bidder, HCCCo., stating they had worked with them before. He stated Staff recommends awarding the bid to the low qualified bidder HCCCo. at $915,000.

Councilman Schweinberg asked how long it was expected to take.

Rooney stated up to one year with six to seven months being required for the custom built bar screen.

MOTION was made by **Councilman Schweinberg,** seconded by **Councilwoman Hagan,** to Award the Bid for Project labeled Waste Water Treatment Plant Improvements to the low qualified bidder, HCCCo. at $915,000.

AYE: Riley, Staples, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

J. CITY ATTORNEY'S REPORT

None.

K. ADJOURNMENT

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

AYE: Riley, Staples, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

The meeting was adjourned at **7:47 p.m.**

Jay Adams, Mayor

Attest:

Lisa Martin, City Clerk

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		MAYOR AND COUNCIL				
16-0017	01-W0001	WHEATLEY, SEGLER, OSBY & MI	LEGAL SERVICES	10/2015	201510141996	3,357.92
					DEPARTMENT TOTAL:	3,357.92
DEPARTMENT: 11		CITY MANAGER				
16-0537	01-M0001	MUSTANG NEWS CORPORATION	ADS FOR JOB OPENINGS	10/2015	61092-002	52.50
16-0036	01-M0234	MUSTANG TIMES	LEGAL PUBLICATIONS	10/2015	MT95986	130.77
16-0017	01-W0001	WHEATLEY, SEGLER, OSBY & MI	LEGAL SERVICES	10/2015	201510141996	624.24
					DEPARTMENT TOTAL:	807.51
DEPARTMENT: 12		LIBRARY				
16-0094	01-B1023	BAKER N TAYLOR	BOOKS FOR COLLECTION	10/2015	5013808228	63.21
16-0095	01-B1023	BAKER N TAYLOR	CHILDRENS MATERIALS	10/2015	5013787530	47.55
16-0523	01-B1023	BAKER N TAYLOR	CHILDRENS MATERIALS	10/2015	5013808230	896.26
16-0496	01-C0252	COX SUBSCRIPTIONS, INC	SUBSCRIPTION SERVICE	10/2015	3000792	655.92
16-0644	01-C5250	COMTECH DESIGN, PRINT &	BUSINESS CARDS	10/2015	126220	45.00
16-0750	01-M0300	CARLA S. MARTIN	REFUND FOR LOST CD RETURN	10/2015	201510121972	10.00
16-0735	01-O0090	OK EMPL SECURITY COMM	TAX PAYABLE 3RD QTR	10/2015	201510121976	190.30
					DEPARTMENT TOTAL:	1,908.24
DEPARTMENT: 13		PARKS AND RECREATION				
16-0675	01-A0131	JAMES HILLIS	RENTAL OF PORTABLE POTTIE	10/2015	13917	1,545.00
16-0323	01-B1019	BEN E KEITH FOOD SERVICE	ASP SNACKS / CUPS	10/2015	62875688	243.14
16-0617	01-F0078	FIRST CHOICE COFFEE	COFFEE FOR TOWN CENTER	10/2015	838881	80.85
16-0222	01-F0094	FUELMAN OF OKLAHOMA	BULK FUEL	10/2015	NP45596218B	597.02
16-0769	01-O0035	OKLAHOMA ELECTRIC CO-OP	ELECTRIC SERVICES	10/2015	201510131982	3,940.67
16-0770	01-O0055	OG&E COMPANY	ELECTRIC SERVICES	10/2015	201510131980	41.91
16-0735	01-O0090	OK EMPL SECURITY COMM	TAX PAYABLE 3RD QTR	10/2015	201510121976	807.11
					DEPARTMENT TOTAL:	7,255.70
DEPARTMENT: 15		GENERAL GOVERNMENT				
16-0018	01-D0088	DEPT OF CORRECTIONS	INMATE LABOR	10/2015	UNC2016-MUS-4041	97.97
16-0019	01-F0078	FIRST CHOICE COFFEE	COFFEE SERVICE	10/2015	123366	33.70
16-0131	01-H0040	BILLY R HOWELL	PEST CONTROL	10/2015	201510121971	600.00
16-0769	01-O0035	OKLAHOMA ELECTRIC CO-OP	ELECTRIC SERVICES	10/2015	201510131982	793.57
16-0734	01-O1177	OK TAX COMMISSION	SALES TAX PAYABLE	10/2015	201510121975	2,383.86
16-0693	01-P0055	PLUMBCO, INC	PLUMBING IN RESTROOM	10/2015	201510131991	200.00
16-0024	01-S0085	SILVER STAR CONSTRUCTION CO	MAINTENANCE CONTRACT	10/2015	4	87,768.73
16-0026	01-S0330	STREETS LLC MECHANICAL CONT	HVAC MAINTENANCE	10/2015	s44-1015	3,174.00
					DEPARTMENT TOTAL:	95,051.83

FUND: 01 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 16		TRANSFERS				
16-0759	01-L0045	LIMITED PURPOSE FUND	SALES TAX TRANSFER	10/2015	201510131986	4,161.93
16-0760	01-M0210	MUSTANG IMPROVEMENT	SALES TAX TRANSFER	10/2015	201510131985	441,619.34
16-0211	01-S0205	STREET IMPROVEMENT FUND	MONTHLY TRANSFER	10/2015	201510121966	26,000.00
					DEPARTMENT TOTAL:	471,781.27
DEPARTMENT: 18		TOWN CENTER				
16-0575	01-A0122	ALLIANCE MAINTENANCE, INC	CLEANING OF TOWN CENTER	10/2015	75657	5,431.00
16-0322	01-C0098	COMMERCIAL SERVICES CORPORA	CLEANING RTU'S	10/2015	17265	1,400.00
16-0776	01-C0117	CLEARWATER ENTERPRISE, LLC	GAS TRANSPORTATION CHARGE	10/2015	201510141994	113.36
16-0769	01-O0035	OKLAHOMA ELECTRIC CO-OP	ELECTRIC SERVICES	10/2015	201510131982	12,623.84
16-0735	01-O0090	OK EMPL SECURITY COMM	TAX PAYABLE 3RD QTR	10/2015	201510121976	12.66
16-0276	01-S1165	INTERLINE BRANDS, INC	LIGHTS, TRASH BAGS, SUPPL	10/2015	348585043	1,239.66
					DEPARTMENT TOTAL:	20,820.52
DEPARTMENT: 19		BALL COMPLEX				
16-0749	01-A0131	JAMES HILLIS	PORT A POTTIES @ PARK	10/2015	14031	147.00
16-0574	01-B1019	BEN E KEITH FOOD SERVICE	BEVERAGES FOR CONCESSION	10/2015	62875687	1,831.36
16-0221	01-F0094	FUELMAN OF OKLAHOMA	BULK FUEL	10/2015	NP45596218A	397.75
16-0394	01-I1119	STEPHEN WHOLESALE CO, INC.	FOOD FOR CONCESSIONS	10/2015	6372072	1,352.62
16-0383	01-M1000	MAZZIO'S PIZZA	PIZZA FOR CONCESSION	10/2015	235798	15.75
16-0769	01-O0035	OKLAHOMA ELECTRIC CO-OP	ELECTRIC SERVICES	10/2015	201510131982	1,548.52
16-0770	01-O0055	OG&E COMPANY	ELECTRIC SERVICES	10/2015	201510131980	1,902.28
16-0735	01-O0090	OK EMPL SECURITY COMM	TAX PAYABLE 3RD QTR	10/2015	201510121976	471.79
16-0395	01-P0144	BOTTLING GROUP, LLC	DRINKS FOR CONCESSIONS	10/2015	4946456A	662.00
16-0609	01-P0144	BOTTLING GROUP, LLC	DRINKS FOR CONCESSION	10/2015	4946456	914.38
					DEPARTMENT TOTAL:	9,243.45
DEPARTMENT: 20		AQUATICS				
16-0769	01-O0035	OKLAHOMA ELECTRIC CO-OP	ELECTRIC SERVICES	10/2015	201510131982	1,604.61
16-0735	01-O0090	OK EMPL SECURITY COMM	TAX PAYABLE 3RD QTR	10/2015	201510121976	864.92
16-0697	01-P0055	PLUMBCO, INC	PLUMBING REPAIRS	10/2015	201510131990	100.00
16-0174	01-S9983	SUNBELT POOLS, INC	CHLORINE & OTHER CHEMICAL	10/2015	18297-1	344.98
					DEPARTMENT TOTAL:	2,914.51

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 21		FINANCE				
16-0729	01-F0094	FUELMAN OF OKLAHOMA	FUEL CHARGES	10/2015	NP45596218	23.44
16-0735	01-O0090	OK EMPL SECURITY COMM	TAX PAYABLE 3RD QTR	10/2015	201510121976	66.32
					DEPARTMENT TOTAL:	89.76
DEPARTMENT: 31		COMMUNITY DEVELOPMENT				
16-0123	01-C0020	CANADIAN COUNTY CLERK	FILING FEES FOR ABATEMENT	10/2015	R427998	45.00
16-0115	01-F0094	FUELMAN OF OKLAHOMA	BULK FUEL	10/2015	NP45596218D	533.22
16-0761	01-H0105	SHARON HUTSON	MILEAGE REIMBURSEMENT	10/2015	201510131984	108.10
16-0117	01-M0286	JIMANI VENTURES, INC	OIL CHANGES	10/2015	235153	25.99
16-0735	01-O0090	OK EMPL SECURITY COMM	TAX PAYABLE 3RD QTR	10/2015	201510121976	90.69
16-0120	01-O1075	OK UNIFORM BUILDING CODE CO	COLLECTION OF STATE FEES	10/2015	201510131989	332.00
16-0121	01-V0050	CELLCO PARTNERSHIP	CELL PHONE BILL	10/2015	97572711202	325.65
16-0559	01-X0004	JOHN RYCZKOWSKI	MOWING & ABATEMENTS	10/2015	201510121979	625.00
					DEPARTMENT TOTAL:	2,085.65
DEPARTMENT: 41		POLICE				
16-0089	01-A0122	ALLIANCE MAINTENANCE, INC	DEPARTMENTAL CLEANING SER	10/2015	75098	1,295.00
16-0090	01-A0122	ALLIANCE MAINTENANCE, INC	CALL-OUT FOR JAIL CLEANIN	10/2015	75658	75.00
16-0104	01-B0151	AUTO PLACE INC.	VEHICLE REPAIRS & PARTS	10/2015	6909	900.84
16-0689	01-B030	BOB BARKER CO., INC.	JAIL SUPPLIES	10/2015	393005	142.09
16-0776	01-C0117	CLEARWATER ENTERPRISE, LLC	GAS TRANSPORTATION CHARGE	10/2015	201510141994	314.96
16-0105	01-D0090	DEPT OF PUBLIC SAFETY	OLETS USER FEES	10/2015	04-1604997	350.00
16-0103	01-F0078	FIRST CHOICE COFFEE	COFFEE SERVICES	10/2015	123373	96.20
16-0128	01-F0094	FUELMAN OF OKLAHOMA	FUEL CHARGES	10/2015	NP45596176	3,940.33
16-0099	01-M0055	SANTIAGO BRENNANS MCDONALDS	PRISONER MEALS	10/2015	4905-4964	575.52
16-0100	01-M0286	JIMANI VENTURES, INC	OIL CHANGES	10/2015	233786	225.92
16-0769	01-O0035	OKLAHOMA ELECTRIC CO-OP	ELECTRIC SERVICES	10/2015	201510131982	5,633.42
16-0735	01-O0090	OK EMPL SECURITY COMM	TAX PAYABLE 3RD QTR	10/2015	201510121976	98.12
16-0102	01-S0088	SPECIAL OPS UNIFORMS, INC	REPLACEMENT VESTS	10/2015	238853	766.50
16-0358	01-S0088	SPECIAL OPS UNIFORMS, INC	NEW HIRE UNIFORMS	10/2015	239385	47.99
16-0167	01-T1055	TOWN PLAZA CLEANERS	UNIFORM & JAIL CLEANING	10/2015	201510121978	407.50
16-0166	01-V0050	CELLCO PARTNERSHIP	MOBILE DATA TERMINAL USAG	10/2015	9752962690	737.08
					DEPARTMENT TOTAL:	15,606.47

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 42		ANIMAL CONTROL				
16-0512	01-C0232	COPS PRODUCTS, INC	BADGE FOR ACO SHIRTS	10/2015	20154735	62.50
16-0182	01-M0236	MUSTANG VETERINARY HOSP	MO. VETERINARIAN CHARGES	10/2015	201510121973	245.00
16-0735	01-O0090	OK EMPL SECURITY COMM	TAX PAYABLE 3RD QTR	10/2015	201510121976	36.23
16-0736	01-O0214	OK ANIMAL CONTROL ASSOC.	OACA FALL SEMINAR	10/2015	285	175.00
					DEPARTMENT TOTAL:	518.73
DEPARTMENT: 51		FIRE				
16-0712	01-A0110	ALL SEASON BUILDING SUPPLY,	BUILDING REPAIRS & MAINT.	10/2015	44556	47.02
16-0630	01-A0194	AIRGAS, INC.	OXYGEN CYLINDER LEASE	10/2015	9930527148	291.75
16-0216	01-C0231	CONRAD FIRE	HYDRALIC GENERATOR REPAIR	10/2015	502012	4,899.76
16-0525	01-C0231	CONRAD FIRE	ENGINE 2 AC UNIT ISSUE	10/2015	502058	551.36
16-0546	01-F0094	FUELMAN OF OKLAHOMA	FUEL FOR VEHICLES	10/2015	NP45596217	1,139.78
16-0670	01-I0025	ISFSI	PRINCIPLES OF MODERN	10/2015	77850	95.00
16-0504	01-N0137	NORTHERN SAFETY, CO	REPAIR SCBA'S	10/2015	901634862	367.00
16-0735	01-O0090	OK EMPL SECURITY COMM	TAX PAYABLE 3RD QTR	10/2015	201510121976	69.76
16-0724	01-O0227	OVERHEAD DOOR COMPANY OF OK	GARAGE DOOR 2 BAY	10/2015	251682-IN	181.95
16-0671	01-Q0010	QUILL CORPORATION	WALL CALENDARS	10/2015	201510121977	53.98
16-0692	01-R0176	RESCUE SYSTEMS, INC	RSI BIG HOOK CREW LOCK	10/2015	10261	68.50
16-0688	01-T1087	TESCORP	SCBA COMPRESSOR	10/2015	927720	444.28
					DEPARTMENT TOTAL:	8,210.14
DEPARTMENT: 61		STREETS				
16-0769	01-O0035	OKLAHOMA ELECTRIC CO-OP	ELECTRIC SERVICES	10/2015	201510131982	980.29
16-0770	01-O0055	OG&E COMPANY	ELECTRIC SERVICES	10/2015	201510131980	105.97
					DEPARTMENT TOTAL:	1,086.26
					FUND TOTAL:	640,737.96

FUND: 05 - PARK IMPROVEMENT SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
16-0573	01-S0093	SMART TECHNOLOGIES INC	INSTALLATION OF WIFI/BASE	10/2015	716656	5,255.00
					DEPARTMENT TOTAL:	5,255.00
					FUND TOTAL:	5,255.00

FUND: 07 - LIBRARY FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 07		ADMINISTRATION				
16-0744	01-C0278	COX COMMUNICATIONS	MATCHING FUNDS	10/2015	201510121969	454.86
16-0753	01-01066	OK TODAY	ANNUAL SUBSCRIPTION	10/2015	201510121974	19.95
					DEPARTMENT TOTAL:	474.81
					FUND TOTAL:	474.81

FUND: 12 - 2012 GO BOND-TOWN CENTER

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 15		ADMINISTRATION				
16-0389	01-S0302	C.L.&L. INC.	SIGNAGE FOR EXPANSION	10/2015	34270	6,638.00
					DEPARTMENT TOTAL:	6,638.00
					FUND TOTAL:	6,638.00

FUND: 39 - LIMITED PURPOSE SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 12		LIBRARY				
16-0384	01-S0302	C.L.&L. INC.	NEW SIGNAGE FOR LIBRARY	10/2015	34271	2,320.00
					DEPARTMENT TOTAL:	2,320.00
DEPARTMENT: 18		TOWN CENTER				
16-0110	01-S0085	SILVER STAR CONSTRUCTION CO	ROADWAY & PARKING LOTS	10/2015	3	51,772.14
					DEPARTMENT TOTAL:	51,772.14
DEPARTMENT: 19		BALL COMPLEX				
16-0110	01-S0085	SILVER STAR CONSTRUCTION CO	ROADWAY & PARKING LOTS	10/2015	23395	61,482.98
					DEPARTMENT TOTAL:	61,482.98
					FUND TOTAL:	115,575.12

FUND: 69 - RISK MANAGEMENT SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
16-0788	01-H0152	ELIZABETH HENDERSON	WORKERS COMP CLAIM	10/2015	201510151999	7.61
16-0786	01-M0240	HEALTHSMART BENEFIT SOLUTIO	WORKERS COMP CLAIM	10/2015	201510152000	280.00
16-0787	01-M0299	B3W, LLC dba MUSTANG URGENT	WORKERS COMP CLAIM	10/2015	201510151998	271.00
16-0785	01-00181	OK TAX COMMISSION	MITF ASSESSMENT	10/2015	201510152001	1,385.21
16-0789	01-00206	OK WORKERS COMPENSTATION CO	APPLICATION FEE	10/2015	201510152002	1,000.00
					DEPARTMENT TOTAL:	2,943.82
					FUND TOTAL:	2,943.82
					GRAND TOTAL:	1,671,511.13

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F- 3

2. **MEETING DATE:** October 20 , 2015

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

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

5. **INITIATOR:** Desiree Webber, Library Director

6. **BACKGROUND:**
   The attached library accounts are past due and need to be sent to collections. The total balance is $516.74 plus collection agency fees.

7. **FINANCIAL IMPACT:**
   Inventory loss of $516.74

8. **STAFF COMMENTS:** Recommend Approval

9. **STAFF SOURCE:** Desiree Webber, Library Director

10. **CITY ATTORNEY COMMENTS:**

11. **RESOLUTION/ORDINANCE NO.**__N/A___

Council Copy
Accounts Sent to Collections
for May and June 2015

	Acct #	Name - Responsible Party	City State Zip	Book Balance
1	0065061	Manda Lynn Breshears	Yukon, OK 73099	$84.91
2	0056284	Karen L Cook	Yukon, OK 73099	$54.95
3	0051636	Ashlee Michelle McGowen	Oklahoma City, OK 73129	$50.99
4	0045039	Misty D Tarver	Union City, OK 73089	$119.95
5	0064388	Reyne Athena Vanderburg	Yukon, OK 73099	$102.50
6	0064698	Linnett T Rossier	Yukon, OK 73099	$27.02
			TOTAL FOR INDIVIDUALS	$440.32
7	0065274	Peggy Brookshire	Yukon, OK 73099	$68.21
			FAMILY TOTAL	$68.21
			OVERALL TOTAL	$508.53

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

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

2. **MEETING DATE:** October 20, 2015

3. **TITLE:** Discussion, Consideration, and Possible Action to Approve ASPCA Adoption Ambassador Program Implementation Grant #2015-1069 to Promote Increased Adoptions of Shelter Animals and to Reduce Shelter Populations Through the Use of Community Involvement and Pet Fostering

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

5. **INITIATOR:** Jill Heck, Animal Control Officer

6. **BACKGROUND:**
   The Mustang Animal Shelter received an "ASPCA" Grant Agreement Reference awarding a grant in the amount of $3,000.00 for the implementation of the ASPCA Adoption Ambassador Program. The grant term is October 7, 2015 through April 7, 2016.

   The grant allows the shelter to begin implementation of a pet foster program, known as the ASPCA Adoption Ambassador Program. This grant allows the shelter to provide necessities for the shelter pets that are chosen to participate in this adoption ambassador program (collars, tags, leashes, harnesses, adopt me vests, bedding, wire crates, bowls, food, litter boxes and kitty litter), and also allows the shelter to provide tools for the pet fosters known as adoption ambassadors, to help promote their foster pet for adoption without returning the pet to the shelter (T-shirts, yard sign, newspaper articles, and business cards).

7. **FINANCIAL IMPACT:** $3,000

8. **STAFF COMMENTS:**

9. **STAFF SOURCE:** Chuck Foley, Police of Chief

10. **ORDINANCE / RESOLUTION NO.**

GRANT AGREEMENT REFERENCE:

NAME: **Mustang Animal Control**
PROJECT: **ASPCA Adoption Ambassador Program Implementation**
AMOUNT: **$3,000.00**
GRANT NUMBER: **2015-1069**
GRANT TERM: **October 7, 2015 - April 7, 2016**
ASPCA GRANT OFFICER: **BJ Rogers**

GRANT ACCOUNT LOGIN: https://www.grantrequest.com/SID_900?SA=AM

October 7, 2015

Mrs. Jill Heck
Mustang Animal Control
520 West SW 59th Street
Mustang, OK 73064

Dear Mrs. Heck,

The American Society for the Prevention of Cruelty to Animals (the "ASPCA") is deeply honored to be able to grant to Mustang Animal Control (the "Grantee," and together with the ASPCA, the "parties" and each a "party") the amount of $3,000.00 (the "Grant"). These funds are designated for the purpose set forth below and as outlined in your grant request and as further described in this agreement (this "Agreement") and, if applicable, its amendments: ASPCA Adoption Ambassador Program Implementation (the "Project").

Unless otherwise noted in the payment schedule below, the ASPCA shall pay the grant to the Grantee approximately two to six weeks following receipt of your online acknowledgement of this Agreement. By endorsing and depositing the Grant check, you represent and warrant that Grantee will meet the obligations specified in this Agreement.

Intending to be legally bound and in consideration of the Grant provided to the Grantee and the desire of the Grantee to conduct the Project, the parties hereby agree to the following terms and conditions as of the first date listed above (the "Effective Date"):

1. Grantee Requirements.

Type	Notes	Schedule Date
Acknowledgement of Award Letter		November 7, 2015

Final Report		April 7, 2016
Financial Report		April 7, 2016
Photographs		April 7, 2016
Press Information		April 7, 2016

The Grantee shall communicate with BJ Rogers (bj.rogers@aspca.org) (the "ASPCA Grant Officer") according to the schedule and additional instructions (if applicable) to review and evaluate the use of the Grant funds. (Grant Agreement acknowledgements are required and should be made online by accessing your ASPCA Grants account*; formal letters of acknowledgement and thank you letters are optional and should be mailed or emailed to your ASPCA Grant Officer.)

*** Requirements must be submitted through your ASPCA Grants account at: https://www.grantrequest.com/SID_900?SA=AM**

An explanation of additional grant requirements you may be asked to fulfill are described in Schedule 1 and on our website at aspcapro.org/grants.

You are required to provide additional information relating to this Grant upon the ASPCA's request. Such additional information may include but is not limited to: receipts (up to three years after the Grant end date), photographs, and press information. In addition, you are required to provide access to the ASPCA upon the ASPCA's request so that the ASPCA may conduct a site visit of your location(s) during standard business hours, or at a day and time mutually agreed upon by the ASPCA and the Grantee. The ASPCA will provide you with reasonable notice of any such request unless otherwise mutually agreed upon.

You may submit requirements upon completion at any point during the grant term. Organizations that fail to submit required documentation in a timely manner may jeopardize future grants and/or grant payments. Should you need a due date extension, please forward your request, prior to the due date, to bj.rogers@aspca.org with the requirement type (e.g. Final Report, Financial Report, etc.), an explanation for your request (including the reason for the anticipated delay) and your preferred new due date.

2. Use of Grant Funds. The ASPCA shall pay the Grant to the Grantee according to the following schedule:

Payment Number	Total # of Payments	Approximate Schedule Date	Amount
1	1	October 7, 2015	$3,000

The Project shall consist of the activities outlined in the Grant request submitted to the ASPCA ("ASPCA Adoption Ambassador Program Implementation"). The Project shall also include the following:

As stated in the Request for Proposals, by applying for – and accepting – this grant award, your organization agrees to:

1. Implement the program in a manner that:
- allows the Adoption Ambassadors to complete the adoption process up to and including collection of adoption fees and transferring ownership/possession of the animal; and
- does not require an adopter/prospective adopter of an "ambassador animal" to go to the shelter/facility in order to adopt.

2. Share information about your program, including challenges experienced and success stories, on a monthly basis during the 6-month campaign term (September through February). The request to share this information will come through a monthly electronic survey sent by email.

3. Provide intake and adoption data, as well as the number of adoptions completed by Adoption Ambassadors, at the end of the grant term.

The Grantee agrees that it is the sole employer of all individuals who are compensated in whole or in part with Grant funds, or whose employment, fellowship or internship position arises in any way as a direct or indirect result of the Grant (each a "Funded Position"). The Grantee further agrees that it is exclusively responsible for the classification and engagement of any contractors whose fees and/or expenses are paid in whole or in part with Grant funds ("Funded Contractor"). Accordingly, the Grantee agrees that with respect to any Funded Position and/or any Funded Contractor, the Grantee is exclusively responsible for compliance with, and will comply with, any and all applicable federal, state and local employment laws, regulations and rules, including, but not limited to, any employer obligations to: (a) timely pay all wages or other compensation due; (b) withhold and remit employment taxes; (c) administer any required discipline; (d) provide insurance coverages; (e) prohibit discrimination or harassment based on any protected characteristic; and (f) provide any required leave or accommodation. The Grantee acknowledges and agrees that the parties to this Agreement are in the relationship of Grantor and Grantee, and the use of Grant funds for Funded Positions and/or Funded Contractors does not constitute a joint venture, affiliation, or joint employment relationship of any kind.

The Grantee acknowledges and agrees that the grant shall be used exclusively for costs incurred directly in connection with the Project and as set forth in this Agreement, and that failure to do so will result in the Grantee having to return the grant to the ASPCA within ten (10) days of the ASPCA's request to do so.

The Grantee agrees that at no time will any funds it receives from the ASPCA be used to attempt to influence the outcome of any selection, nomination, election, or appointment of any individual to any public office or office of a political organization within the meaning of Internal Revenue Code Section 527(e)(2), and shall furthermore not use any of the funds it receives from the ASPCA to participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

The Grantee hereby grants to the ASPCA a license to use the Grantee's name and trademarks on materials directly related to the activities of the Project and/or the Grant. The Grantee Key Contact is Mrs. Jill Heck (the "Grantee Key Contact"), and the Grantee Key Contact shall communicate with BJ Rogers (bj.rogers@aspca.org) monthly to review and evaluate the progress of the Project.

3. **Acknowledgment of ASPCA Support.** In consideration of the grant, the Grantee shall publicly acknowledge that the Project was made possible through a generous grant from the ASPCA and shall reference the ASPCA in all "Project Materials." "Project Materials" shall include, but not be limited to, all copy, script, text, graphics, photographs, video, audio, promotional and advertising materials, and all other editorial matter(s) or press releases relating to the Project. The Grantee shall submit the Project Materials for review and approval by the ASPCA Grant Officer prior to its inclusion in any materials prepared and intended to be distributed regarding the activities of the Project. No changes on the approved version of any Project Materials shall be instituted by the Grantee without the prior written approval of the ASPCA Grant Officer. The ASPCA hereby grants to the Grantee a license to use the ASPCA Trademarks on materials directly related to the activities of the Project. "ASPCA Trademarks" are: "ASPCA®", which must always appear in PMS 422 and 021, unless used in materials that are completely black and white in nature, in which case it may appear in black; and "The American Society for the Prevention of Cruelty to Animals®". The ASPCA has the right in its sole discretion to require the Grantee to remove all references to the ASPCA's involvement if the ASPCA determines that the Grantee is not fulfilling its obligations under this Agreement or if for any other reason the ASPCA determines that it is no longer in the ASPCA's best interest to be referenced in such manner.

Jpegs of the ASPCA logo are embedded below for your cut-and-paste use on your website or other collateral. Additional logos and badges can be found here: http://aspcapro.org/badges. Instructions regarding links to the ASPCA's website can be found at this URL: http://www.aspca.org/about-us/linking-policy.

For assistance regarding recognition of your Grant, including press releases, advisories, or general media outreach, please contact the ASPCA's Media Department at press@aspca.org. A suggested press release template is provided as Schedule 2 as a helpful guide. Social media tips are also provided on Schedule 3.

MADE POSSIBLE BY
A GRANT FROM THE ASPCA®

MADE POSSIBLE BY
A GRANT FROM THE
ASPCA®

2015
GRANT
PROUD RECIPIENT
ASPCA
"WE ARE THEIR VOICE"

4. Records. The Grantee will keep accurate books and records with respect to the grant in accordance with generally accepted accounting principles and business practices. The Grantee will maintain its books and records in such a manner that the receipts and expenditures of the Grant funds will be shown separately on such books and records in any easily checked form. The Grantee will keep records of receipts and expenditures made of Grant funds as well as copies of the reports submitted to the ASPCA and supporting documentation for at least three years after completion of the use of the Grant funds, and will furnish or make available such books, records, and supporting documentation to the ASPCA for inspection at reasonable times from the time of the Grantee's acceptance of the Grant through such period.

5. Maintenance of Tax-Exempt Status. In carrying out the Project, the Grantee shall comply with all applicable federal, state and local laws and regulations. If the Grantee is a 501(c)(3) organization, the Grantee certifies that it is in good standing with the Internal Revenue Service and shall notify the ASPCA immediately of any change in, or challenge by the Internal Revenue Service to, its status as a 501(c)(3) tax-exempt organization.

6. Termination. The ASPCA may, in its sole discretion (i) withhold payment of funds until in its opinion the situation has been corrected or (ii) declare the Grant terminated in any of the following circumstances:

(a) If, as the result of the consideration of reports and information submitted to it by the Grantee or from other sources, the ASPCA, in its sole discretion, determines that continuation of the Project is not reasonably in furtherance of the ASPCA's mission to provide effective means for the prevention of cruelty to animals throughout the United States (the "ASPCA Mission") or that the Project is not being executed in substantial compliance with the grant request (or work plan as revised) or that the Grantee is incapable of satisfactorily completing the work of the Project;
(b) In the case of any violation by the Grantee of the terms and conditions of this Agreement;
(c) In the event of any change in, or challenge by the Internal Revenue Service to, the Grantee's status as a 501(c)(3) tax-exempt organization if applicable; or
(d) If it is revealed that, during the Project, the Grantee is or was involved in any activity or makes any statement disparaging of, or reflecting unfavorably upon the ASPCA, tarnishes the reputation of the ASPCA or is not in alignment with the ASPCA Mission.

If the ASPCA terminates the Grant, it shall so notify the Grantee, whereupon it, if so requested by the ASPCA, shall promptly refund and pay back to the ASPCA any unexpended balance of the Grant funds in the Grantee's hands or under its control.

Upon completion of the Project or termination of this Agreement for any reason, the ASPCA will withhold any further payments of Grant funds and the Grantee shall, at the option of the ASPCA, repay to the ASPCA any portion of the Grant funds that were not spent for the Project. All such determinations by the ASPCA under this Section 6 will be final, binding and conclusive upon the Grantee.

7. Future Funding. The Grantee acknowledges that the ASPCA and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. If any of the Grant funds are returned or if the Grant is rescinded, the Grantee acknowledges that the ASPCA will have no further obligation to the Grantee in connection with this Grant as a result of such return or rescission.

8. Modification. No amendment or modification of this Agreement shall be valid, unless made in writing and duly executed by the parties hereto.

9. Miscellaneous. This Agreement is intended to be binding upon the Grantee and the ASPCA. This Agreement represents the final agreement between the parties with respect to the subject matter hereto, and supersedes any and all prior agreements, written or oral, between the parties with respect to the matters contained herein. This Agreement is not intended to, nor shall it be deemed to create, any partnership or joint venture between the Grantee and the ASPCA. This Agreement shall be interpreted, governed by and construed in accordance with the internal laws of the State of New York, without regard to the conflict of laws principles thereof. The parties hereto acknowledge and consent to personal jurisdiction and venue exclusively in New York, New York with respect to any action or proceeding brought in connection with this Agreement. This Agreement may be executed by the parties hereto in counterparts, each of which, when executed and delivered, shall be deemed to be an original and all of which shall constitute together the same document.

By endorsing and depositing the Grant check, you represent and warrant that you are capable of binding the Grantee to the terms set forth in this Agreement.

We extend our best wishes to you for continued success and look forward to hearing about your accomplishments during the year. It is a pleasure to be among your current supporters.

Sincerely,

Michael Barrett
Vice President, ASPCA Grants

CC: grants@aspca.org

Schedule 1: Grant Reporting Requirements

We require ASPCA grantees to fulfill a variety of requirements based on the grant size and purpose. We make every effort to minimize the reporting burden on grantees while employing best practices in all of our grants programs.

Please follow these guidelines when submitting requirements:

- Submit ALL requirements online by logging into your ASPCA Grant Account at **https://www.grantrequest.com/SID_900?SA=AM**

- Please adhere to the due dates – you may submit fulfilled requirements at any point during the grant term. Should you need extra time to submit any particular requirement, please contact the ASPCA Contact on your award letter prior to the due date with 1) a request for a due date extension, 2) the preferred due date and 3) an explanation for the request.

Grantees will be asked to submit some or all of the following requirements:

- **Acknowledgement of Award Letter** – all grant awards in the amount of $5,000 or less must be acknowledged online as your official indication that you intend to use the funds as instructed in the grant agreement.
- **Final Report** – indication of results/outcomes and an analysis of your project plus an estimation or exact indication, if measurable, of the number of animals impacted by the grant. Narrative text entry and/or upload.
- **Financial Report/Receipts** – a comprehensive list of expenditures for which grant money had been used (typically best submitted in a spreadsheet). Financial Reports for projects that produce accurate, easily measurable outputs, such as targeted spay/neuter programs, should identify the cost per animal as part of a detailed report on the project. Receipts and/or invoices should be uploaded when appropriate.. Narrative text entry and/or upload.
- **Photos** – Generally, we ask for photos that show pictorial evidence of the intended use of funds; we may also ask for photos associated with human interest stories for promotional purposes. Narrative text entry for captions plus uploads.
- **Press Information** – links to or uploads of press releases, clips or links showing recognition of the ASPCA's grant for your project. You can also include stories, anecdotes, quotes, and social media posts that could be used for promotional purposes including human interest stories with accompanying photos. Narrative text entry and/or upload.
- **Progress Report** – an interim report designed to inform your grant officer on the status of the project. Narrative text entry and/or upload.
- **Signed Amendment** – occasionally the purpose or amount of a grant will change during the grant term. In some cases,this will require a signed amendment to the contract.
- **Signed Contract** – payments of all grant awards that exceed $5,000 are contingent upon your submission of two signed contracts mailed to ASPCA, Attn: Grants Department, 520 8th Avenue, 7th Floor, New York, NY 10018.
- **Site Visit** – indicates that a grant officer wishes to make a physical site visit of your facility during the grant term, sometimes as a condition of payment or to provide your organization with additional non-cash outreach and resources.

Schedule 2: Press Release Template (Optional)

Your Organization's Logo Here

[DATE]

Media Contact: [NAME]
[PHONE] / [EMAIL]

Headline

Subheader

[City], [State]—The [Organization] today announced (general information about the initiative/program/event/grant)

"Compelling opening statement about a problem," said Spokesperson, title. "Quote that includes more information about how the funding will assist in impacting animals." (Example: "Many families have sadly had to part with their pets in recent years as a result of the economic downturn," observes Jane Doe, director of shelter operations. "These funds will help expand our safety net program in order to keep more families together.")

Optional quote from the ASPCA (must contact ASPCA Media Department press@aspca.org)

Paragraph with detailed information about initiative/program/event/grant.

For more information, please visit [website].

About [Organization]

History and background of your organization.

###

Schedule 3: Social Media Tip Sheet for Grantees

Why Use Social Media?

Using social media tools such as Facebook, Twitter, YouTube, and blogs to spread the word about your organization and the great work it does can be a powerful and cost-effective strategy for capturing the attention of potential and existing adopters and donors. If you aren't already using social media, here are three of the most compelling reasons to do so:

- ***The potential reach of social media is immense.*** In contrast to more conventional publicity vehicles, such as printed advertisements, nearly everyone has equal access to your message, and your audiences can easily and immediately share that message with their audiences, helping it go exponentially farther. Social media tools make it easier to see who you're reaching and easier to interact with your constituents, and thereby build and strengthen connections with them.
- ***Social media tools are free.*** There is no cost to sign up for accounts on Facebook, Twitter, YouTube, or blogging sites such as WordPress or Blogger, which eliminates barriers to entry for cash-conscious organizations. Social-media-savvy volunteers can provide *pro bono* assistance in promoting your organization's work with these tools.
- ***Brevity is a virtue.*** In the social media realm, lengthy appeals can be counterproductive – usually a few words or lines, a brief story, a photo, or a video can be ideal for generating substantial interest in your efforts. There's no need to use every available social media platform – choose only the one(s) that best fit your organization's communication style.

ASPCA Grant Publicity Guidelines

Social media tools make it easy to share news about your ASPCA grant and the project it is supporting! Updates on your successes that engage readers, along with clear and colorful photos and videos that showcase those successes, will help your group to attract more followers. We encourage you to publicize your funded project – and if you do, please loop in your grant officer to let him/her know!

Connect with us…

…on **Twitter** at **@aspca and @aspcapro**
Using the **#aspcagrants** hashtag to share news of your ASPCA grant and its impact makes it easy for adopters and donors across the Twitterverse to catch wind of your success, whether or not they're already followers.

…on **Facebook** at **facebook.com/aspca** and **facebook.com/ASPCApro**
Becoming a "fan" of ours and creating a "fan" page of your own makes it easy for the ASPCA, other organizations, and the general public to learn about your organization and the great work you do, and to share your success with others. We hope you'll "like" us!

…on **YouTube** at **youtube.com/ASPCA** and **youtube.com/ASPCApro**
Many smartphones make it easy to shoot and upload videos to YouTube, which provides a powerful platform for your audiences to literally see your work in action. Subscribe to the ASPCA's channel and see how other animal welfare organizations are using YouTube to bring their efforts to life.

Resources

- **ASPCAPro Resource Library** (http://www.aspcapro.org/resource-library) – This repository of articles, tip sheets, and webinars has been developed specifically to serve the needs of our grantees.
- ***The Social Animal*** (http://www.thesocialanimal.com/) – A blog focused on helping animal welfare advocates use social media tools to accomplish their mission more effectively.
- ***Beth Kanter's Blog*** (http://www.bethkanter.org/) – A blog focused on helping nonprofits use social media and other digital tools to achieve social change.

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-5

2. **MEETING DATE:** October 20, 2015

3. **TITLE:** Discussion, Consideration and Possible Action to Approve Resolution No. 16-019 for a Budget Supplemental in the General Fund for Fiscal Year 2015-2016.

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

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

6. **BACKGROUND:**
   The Animal Control Division received transmittal documents of acceptance from the American Society for the Prevention of Cruelty to Animals (the "ASPCA") to grant Mustang Animal Control $3,000.

   A supplemental appropriation to increase the General Fund in the amount of $3,000 to be appropriated in fiscal year 2015-2016.

7. **FINANCIAL IMPACT:**

8. **STAFF COMMENTS:**

9. **STAFF SOURCE:** Chuck Foley, Chief of Police

10. **ORDINANCE /RESOLUTION NO. 16-019**

RESOLUTION NO. 16-019

A RESOLUTION TO MAKE CHANGES IN THE GENERAL FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2015-2016 FISCAL YEAR BUDGET BY $3,000.

WHEREAS, The Animal Control Division received transmittal documents of acceptance from the American Society for the Prevention of Cruelty to Animals (the "ASPCA") to grant Mustang Animal Control in the amount of $3,000;

WHEREAS, the Council desires to appropriate funds;

NOW THEREFORE, BE IT RESOLVED, by the Council that the following supplemental appropriation be made:

SUPPLEMENTAL APPROPRIATION

Revenues:	
Grants - Other (01-45111)	$ 3,000
Expenditures:	
ASPCA Grant (01-542-5675)	3,000
Total	$ 3,000

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Mayor and City Council this **20th** day of **October 2015**.

Mayor

ATTEST:

City Clerk

The City of Mustang

Proclamation

WHEREAS, Friends of the Mustang Public Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events such as the Chocolate Festival;

WHEREAS, the Friends' gift of their time and commitment to the library sets an example as to how volunteerism leads to positive civic engagement and the betterment of our community;

WHEREAS, the work of the Friends highlights on an on-going fact that our library is the cornerstone of the community providing needed information and resources and encouraging children to read and learn;

WHEREAS, the Friends have worked diligently to provide equipment and software to make our small community library equal to a large community library;

NOW, THEREFORE, I, Jay Adams, by virtue of the authority vested in me as **Mayor of the City of Mustang,** in the **City of Mustang**, do hereby proclaim the week of **October 18 thru 24, 2015** as

"Friends of Library Week"

in the City of Mustang, Oklahoma, and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

GIVEN under my hand and seal of the City of Mustang, Oklahoma, this **20th** day of **October, 2015**.

Jay Adams, Mayor

ATTEST:

Lisa Martin, City Clerk

CITY OF MUSTANG

AGENDA COMMENTARY

1. **ITEM**: H-1

2. **MEETING DATE**: October 20, 2015

3. **TITLE**: Discussion, consideration, and possible action approving change order to contract for maintenance and operation of public streets and mowing and maintenance of public parks and facilities.

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

5. **INITIATOR**: Justin Battles, Assistant City Manager

6. **BACKGROUND**: In the current contract with Silver Star construction a project manager is identified and termed as one who acts as the manager of all projects and operations within the scope of this agreement. The project manager per the agreement is not required to be on site during working hours. The change order designates that the project manager be on site at all times during normal working hours. The change order designates Dale Simpson, current full time foreman, to the position of project manager.

7. **FINANCIAL IMPACT**: $14,000

8. **STAFF'S COMMENTS:** Staff recommends approving the change order as Dale Simpson is a valuable member of the Mustang staff and continues to be efficient and knowledgeable saving the City of Mustang thousands of dollars. Staff asks the effective date be the date of approval, October 20.

9. **STAFF SOURCE:** Justin Battles, Assistant City Manager

CHANGE ORDER

This Change Order, dated this ___ day of October, 2015, is entered into between the City of Mustang, Oklahoma, a municipal corporation ("CITY"), and the Mustang Improvement Authority, a municipal trust ("MIA") and Silver Star Construction Company ("Silver Star") with regard to that certain Agreement for Construction and Maintenance of Public Works Projects and Mowing and Maintenance of Public Parks and Facilities dated August 21, 2012 (the "Agreement").

The parties hereby agree that paragraph 2.2.1 of the Agreement is hereby amended to read as follows:

2.2.1 One (1) Project Manager. The Project Manager shall be Dale Simpson. Project Manager shall act as the manager of all projects and operations within the Scope of Services under this Agreement, and shall be stationed within the city limits of CITY at all times.

The parties further agree that, so long as Dale Simpson remains the Project Manager, the Annual Fee provided for in paragraph 4.2.1 of the Agreement shall be increased by Fourteen Thousand and No/100 Dollars ($14,000.00) annually, to be prorated for the portion of the year that Dale Simpson serves as Project Manager beginning __________, 2015. In the event Dale Simpson ceases to be the Project Manager, then this Change Order shall terminate immediately and the Agreement shall revert back to the terms of paragraphs 2.2.1 and 4.2.1 previously in effect.

IN WITNESS WHEREOF, the CITYand the CONTRACTOR have caused this Agreement to be signed as of the date first written above.

CITY OF MUSTANG

Attest:

____

Witness

____

By:

MUSTANG IMPROVEMENT AUTHORITY

____

By:

SILVER STAR CONSTRUCTION COMPANY, INC.

Attest:

____

____

By:

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

OCTOBER 20, 2015
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 **10/06/15** MIA Minutes
*2. Claims List for **FY '16**

E. INFORMATION/REPORTS

1. Trustee Manager
2. Trustees

F. DISCUSSION ITEMS

None.

G. ADJOURNMENT

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

MUSTANG IMPROVEMENT AUTHORITY
OCTOBER 6, 2015

The Mustang Improvement Authority met in regular session on Tuesday, October 6, 2015, 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, October 2, 2015, at 2:15 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 **7:47 p.m.**

B. ROLL CALL

Trustees Present: **Riley**
Staples
Grider
Jones
Hagan
Schweinberg
Adams

Trustees Absent: **None**

C. NEW BUSINESS

None.

D. CONSENT AGENDA

1. Approval of **09/15/15** MIA Minutes
*2. Claims List for **FY '16**
*3. Approval to Turn **Past Due Utility Accounts** over to the Collection Agency.
*4. Acknowledgement of **Receipt of DEQ Permit** No. WL000009150384 to Construct Water Lines and Appurtenances for Hunter's Springs Addition, Phase I.

MOTION was made by **Trustee Grider,** seconded by **Trustee Staples,** to approve Items D-1 thru D-4 of the Consent Agenda.

AYE: Riley, Staples, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

E. INFORMATION/REPORTS

1. **Trustee Manager**
None.

2. **Trustees**
None.

F. DISCUSSION ITEMS

*1. **Discussion, Consideration and Possible Action** regarding Acceptance of Bids for Project labeled Waste Water Treatment Plant Improvements.

MOTION was made by **Councilman Schweinberg,** seconded by **Councilman Jones,** to Accept the Bids for Project labeled Waste Water Treatment Plant Improvements.

AYE: Riley, Staples, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

*2. **Discussion, Consideration and Possible Action** regarding Awarding Bid for Project labeled Waste Water Treatment Plant Improvements.

MOTION was made by **Councilman Schweinberg,** seconded by **Councilwoman Staples,** to Award the Bid for Project labeled Waste Water Treatment Plant Improvements to the low qualified bidder, HCCCo. at $915,000.

AYE: Riley, Staples, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

G. ADJOURNMENT

MOTION was made by **Trustee Schweinberg** and seconded by **Trustee Riley** to adjourn.

AYE: Riley, Staples, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

Meeting was adjourned at **7:48 p.m.**

Jay Adams, Chairman

Attest:

Lisa Martin, Secretary

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 68		GENERAL GOVERNMENT				
16-0210	01-B0024	BANCFIRST	2014 A BOND PAYMENT	10/2015	201510121968	190,177.09
16-0757	01-B0120	BOND FUND	4TH PENNY TRANSFER	10/2015	201510131988	30,632.58
16-0030	01-G0030	GENERAL FUND	TRANSFER OPERATING FUNDS	10/2015	201510121967	320,000.00
16-0747	01-I0015	INCODE	INSITE TRANSACTION FEES	10/2015	025-136575	6,695.00
16-0758	01-L0045	LIMITED PURPOSE FUND	3RD PENNY TRANSFER	10/2015	201510131987	87,370.09
16-0209	01-S0205	STREET IMPROVEMENT FUND	FRANCHISE FEES	10/2015	201510121965	13,000.00
					DEPARTMENT TOTAL:	647,874.76
DEPARTMENT: 72		WATER				
16-0775	01-C0135	CITY OF OKC UTILITIES	WATER PURCHASE	10/2015	201510141993	91,893.22
16-0769	01-O0035	OKLAHOMA ELECTRIC CO-OP	ELECTRIC SERVICES	10/2015	201510131983	15,975.34
16-0770	01-O0055	OG&E COMPANY	ELECTRIC SERVICES	10/2015	201510131981	1,287.69
16-0040	01-S0057	SEVERN TRENT SERVICES INC	PUBLIC WORKS CONTRACT	10/2015	MTANG-1015-OP-1326	90,274.90
					DEPARTMENT TOTAL:	199,431.15
DEPARTMENT: 75		SEWER				
16-0776	01-C0117	CLEARWATER ENTERPRISE, LLC	GAS TRANSPORTATION CHARGE	10/2015	201510141995	52.88
16-0769	01-O0035	OKLAHOMA ELECTRIC CO-OP	ELECTRIC SERVICES	10/2015	201510131983	1,748.00
16-0040	01-S0057	SEVERN TRENT SERVICES INC	PUBLIC WORKS CONTRACT	10/2015	MTANG-1015-OP-1326	50,779.63
					DEPARTMENT TOTAL:	52,580.51
					FUND TOTAL:	899,886.42