

**AGENDA
SPECIAL MEETING**

A. CALL TO ORDER

B. ROLL CALL

C. DISCUSSION ITEMS

1. **Presentation** by Assistant City Manager Battles regarding status of current Capital Improvement Projects.
2. **Discussion** regarding a New Tractor and Triple Flail Mower for Right of Way and Park Maintenance.
3. **Discussion** regarding Severn Trent First Amendment and Appendix D.
4. **Discussion** regarding Council Consideration of Legal Items where the City of Mustang's Interest is Nominal.
5. **Discussion** requested by Councilor Staples regarding Employee Recognition.
6. **Discussion** requested by Councilor Schweinberg regarding use of Staff Resources when responding to Requests for Information.
7. **Discussion** requested by Mayor Adams regarding Inter-Governmental Relations.
8. **Discussion** regarding Code of Ethics.

D. ADJOURNMENT

ITEM C.1 – Information to be provided at the Work Session.

**TO: THE HONORABLE MAYOR AND COUNCIL
CITY OF MUSTANG**

**FROM: JUSTIN BATTLES
ASSISTANT CITY MANAGER**

**RE: DISCUSSION REGARDING A NEW TRACTOR AND TRIPLE
FLAIL MOWER FOR RIGHT OF WAY AND PARK
MAINTENANCE**

DATE: MARCH 9, 2015

BACKGROUND:

Currently the City of Mustang owns a 1997 Ford Tractor and an Alamo flail mower that are used to mow right of ways and large park areas. The tractor & flail mower continually have issues and are placed out of service for repair more often than it is in service. Silver Star has done an excellent job maintaining and repairing equipment but the tractor and mower have simply worn out. When weighing the cost benefits trying to make the mower last one more summer or replacing it in the current fiscal year staff has determined that replacement would be the best option. I have listed some of the issues with the tractor and mower below to provide better information as to what factors weighed in on our decision.

Tractor

- Currently no brakes, need complete overhaul
- Engine uses 3-4 gallons of oil a day- needs complete overhaul
- Complete wiring overhaul needed- no lights, signals, or engine lights currently work
- All safety devices have been removed beyond repair- roll bar, etc.
- Tractor design is inadequate to mow slopes- very high stance, not built for slopes

Mower

- Metal Fatigue- mower broke in half in the summer of 2014, patched together by welder
- 3 rollers on mowers need replaced- currently extremely thin and breaks daily
- All flail blades and brackets need replaced- 450 of them
- Hydraulic valves controlling mowers need replaced- currently held together by bungee cords
- All pulleys on mower need replaced- shake and break belts weekly
- Transfer case leaks and needs rebuilt- currently leaks 2-3 gallons of oil a day

Total estimated cost of above repairs around \$55,000+

Staff is looking at replacing the old mower with a new John Deere 5100E tractor and a triple flail mower. Working off of state contract SW196 staff has determined that a new tractor and flail mower will run the City of Mustang a total of \$98,689.36. The Limited Purpose (Capital) Fund has a healthy reserve fund balance for the City Manager to transfer funding for this purpose.

**TO: THE HONORABLE MAYOR AND COUNCIL
CITY OF MUSTANG**

**FROM: JANET WATTS
FINANCE DIRECTOR**

**RE: DISCUSSION OF FIRST AMENDMENT TO THE OPERATION,
MAINTENANCE, AND MANAGEMENT SERVICES AGREEMENT
BETWEEN SEVERN TRENT ENVIRONMENTAL SERVICES,
INC. AND THE MUSTANG IMPROVEMENT AUTHORITY.**

DATE: MARCH 9, 2015

BACKGROUND:

The original agreement for operation, maintenance and management services for water and wastewater treatment plant, collection and distribution systems and meter reading between the Mustang Improvement Authority and Severn Trent Environmental Services, Inc. was approved April 3, 2001. The term was from April 3, 2001 to June 30, 2011. Four (4) extended contracts were approved; thereafter, to allow time to negotiate the renewal of the contract. The current contract was signed on August 1, 2012. The term of this agreement is for a period from August 1, 2012 and ending on June 30, 2017.

Staff is recommending a first amendment to the contract and changes to Appendix D (formula for adjusted annual fee for base fee) for budgetary purposes:

C - Change the Consumer Price Index for all Urban Consumers (CPI-U) for the Southern Region from the month of June to February.

Co - Change the Consumer Price Index for all Urban Consumers (CPI-U) for the Southern Region from the month of June to February.

CN - Change the total number of water/sewer connections from the month of June to April.

ATTACHMENTS:

First Amendment
Appendix D

**FIRST AMENDMENT
TO THE OPERATION, MAINTENANCE AND MANAGEMENT SERVICES
AGREEMENT BETWEEN SEVERN TRENT ENVIRONMENTAL SERVICES, INC.
AND MUSTANG IMPROVEMENT AUTHORITY**

THIS FIRST AMENDMENT TO THE OPERATION, MAINTENANCE AND MANAGEMENT SERVICES AGREEMENT BETWEEN SEVERN TRENT ENVIRONMENTAL SERVICES, INC. AND MUSTANG IMPROVEMENT AUTHORITY (OK.) is made this ____ day of March 2015, by and between Severn Trent Environmental Services, Inc. (hereinafter "Contractor") and the Mustang Improvement Authority (hereinafter "Authority").

WHEREAS, the Contractor and the Authority entered into that certain Operation, Maintenance and Management Services Agreement (the "Agreement") dated August 1, 2012; and

WHEREAS, the Contractor and the Authority mutually agree to clarify the parties' respective obligations under the Agreement regarding the annual adjustment of Contractor's compensation.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree to amend the Agreement as follows:

1. All capitalized items contained in this First Amendment and not specifically defined herein, shall have the meaning provided to such terms in the Agreement.
2. Section 5.1.4 (Adjustment to Annual Fee) is hereby amended and restated in its entirety to read as follows:

The Annual Fee shall be adjusted each year at least four (4) months prior to the next Contract Year. The Annual Fee for a succeeding Contract Year will be determined by the application of the procedures in *Appendix D, Annual Fee Adjustment Formula*. The Annual Maintenance and Repair Limit and the Annual Fee for Meter Reading Services shall increase or decrease by a percentage equal to the change in the Annual Fee. The next adjustment to the Annual Fee the Annual Maintenance and Repair Limit and the Annual Fee for Meter Reading Services shall occur four (4) months prior to the Contract Year beginning July 1, 2015.

3. Appendix D (Formula for Adjusted Annual Fee) is hereby amended and restated in its entirety as attached to this First Amendment.
4. All remaining terms and provisions of the Agreement shall remain in full force and effect to the extent that they do not conflict with this First Amendment. In the event of

any conflict between the provisions of this First Amendment and the provisions of the Agreement, the provisions in this First Amendment shall control.

IN WITNESS WHEREOF, the undersigned have executed this First Amendment as of the date first written above.

WITNESS:

SEVERN TRENT ENVIRONMENTAL
SERVICES, INC.

_____ By: _____

Name: _____

Title: _____

WITNESS:

MUSTANG IMPROVEMENT
AUTHORITY (An Oklahoma Public Trust)

_____ By: _____

Name: _____

Title: _____

WITNESS:

CITY OF MUSTANG, OK

_____ By: _____

Name: _____

Title: _____

APPENDIX D

FORMULA FOR ADJUSTED ANNUAL FEE FOR BASE FEE

$$\text{AAF} = \text{AFo} * [\text{C} / \text{Co}]$$

WHERE:

AAF	=	Adjusted Annual Fee
Afo	=	Current Annual Base (the Annual Fee, less the fee for dedicated water meter services and the Annual Maintenance and Repair Limit)
C	=	Consumer Price Index for all Urban Consumers (CPI-U) for the Southern Region as published by the U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report as of the month of February of the current Contract Year.
Co	=	Consumer Price Index for all Urban Consumers (CPI-U) for the Southern Region as published by the U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report as of the month of February of the prior year.

FORMULA FOR ADJUSTED ANNUAL FEE FOR ANNUAL MAINTENANCE AND REPAIR LIMIT

$$\text{AAF} = \text{AFo} * [\text{C} / \text{Co}]$$

WHERE:

AAF	=	Adjusted Annual Fee
Afo	=	Current Annual Maintenance and Repair Limit
C	=	Consumer Price Index for all Urban Consumers (CPI-U) for the Southern Region as published by the U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report as of the month of February of the current Contract Year.
Co	=	Consumer Price Index for all Urban Consumers (CPI-U) for the Southern Region as published by the U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report as of the month of February of the prior year.

FORMULA FOR ADJUSTED ANNUAL FEE FOR METER READING SERVICES

$$\text{AAF} = \text{AFo} * [\text{C}/\text{Co} + \text{CN}/\text{CNo} - 1]$$

WHERE:

AAF	=	Adjusted Annual Fee
Afo	=	Current Annual Fee for Meter Reading Services
C	=	Consumer Price Index for all Urban Consumers (CPI-U) for the Southern Region as published by the U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report as of the month of February of the current Contract Year.
Co	=	Consumer Price Index for all Urban Consumers (CPI-U) for the Southern Region as published by the U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report as of the month of February of the prior year.
CN	=	The total number of water/sewer connection as of April 1st of the current Contract Year.
CNo	=	7,300 connections

Annual Adjustment

Beginning on July 1, 2015, the Annual Fee shall be adjusted annually, such adjustment becoming effective on July 1st of each Contract Year during the term of this Agreement. The parties may negotiate each adjustment, but in the event that they are not able to mutually agree on an adjustment, the Annual Fee shall be adjusted according to the change in the adjustment formula above.

ITEM C.4 – Information to be provided at the Work Session.

**TO: THE HONORABLE MAYOR AND COUNCIL
CITY OF MUSTANG**

**FROM: TIMOTHY ROONEY
CITY MANAGER**

**LAURA ANDERSON
HUMAN RESOURCES DIRECTOR**

RE: EMPLOYEE RECOGNITION

DATE: March 5, 2015

BACKGROUND:

At the January 20, 2015 City Council meeting, Councilor Staples requested that "Employee Recognition" be added to the next work session agenda. The request was in response to comments made by Mr. John Karayianis to appreciate Fire and Police personnel.

I felt it important to remind the City Council what type of employee appreciation and/or recognition has occurred recently. Beginning in 2014, the City of Mustang initiated an Employee Appreciation Week. The event was conducted in August and consisted of a different appreciation activity each day of the week. The City partnered with three private sector businesses to make the week-long event a possibility and affordable. The schedule of the events for the week, and a description of each day's appreciation, is attached for your information and review.

The City Council was invited to attend the breakfast event on Wednesday, August 27, 2014 – as were employees of Severn Trent and Silver Star Construction. The entire appreciation week was well received by the employees. As a result of that reception, the Employee Appreciation Week will be an annual event.

Additionally, staff worked with the American Legion this year to ensure that a non-uniformed employee received recognition from the American Legion – similar to recognition given by the American Legion each year to a Police Officer and a Fire Fighter. Both the non-uniformed employee and the Fire Fighter were recognized by the American Legion at their February 12, 2015 meeting. Due to a scheduling conflict, the Police Officer selected will not be recognized by the American Legion until their March 12, 2015 meeting. All three employees will be recognized before the City Council at the April 7, 2015 regular meeting.

The City of Mustang recognizes years of service of all employees (5, 10, 15, 20, etc.) at our Annual Holiday Banquet. 2014 also marked the inception of the annual Mayor's Award – an award to be given to an individual or group of employees as a result of exceptional achievement or customer service that made a difference in the lives of our citizens. The Mayor's Award was presented this year to the team of employees that worked on the Storm Shelter Grant Program.

I feel the City of Mustang recognizes and appreciates its employees appropriately for their efforts. The City of Mustang and Ms. Anderson received the Innovation Award from the Oklahoma Municipal League as a result of the implementation of the above referenced "Employee Appreciation Week."

If you have any questions, please do not hesitate to contact me.

ATTACHMENTS:

1. Employee Appreciation Week – August 25-29, 2014

Monday, August 25th



You're our Hero! Come and enjoy a hot or cold beverage of your choice at Wild Hero Coffee Co. located on Mustang Road today! Get your Wild Hero City of Mustang coupon and chill out—but hurry, this offer is only good Monday!!

Tuesday, August 26th

You've Been Served....Breakfast that is!! We will be serving up breakfast from 7 to 9am in the Banquet Hall at Town Center. Pancakes, sausage, fresh fruit and yogurt plus coffee and an assortment of juices.



Wednesday, August 27th

We Think You're Sweet! Cupcakes from The Cake Shop by Buttersweet Cakes will be delivered to your department today. Which cupcake will you be enjoying today?



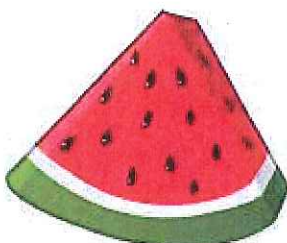
Thursday, August 28th

RELAX and enjoy a 15 minute chair massage from a licensed massage therapist from Green Family Chiropractic.

You must have an appointment!



Friday, August 29th



Suck Up Summer while you can! We'll be serving COLD watermelon at the pavilion in Wild Horse park (by City Hall) from 1-3pm!

**TO: THE HONORABLE MAYOR AND COUNCIL
CITY OF MUSTANG**

**FROM: TIMOTHY ROONEY
CITY MANAGER**

**JANET WATTS
FINANCE DIRECTOR**

**RE: USE OF STAFF RESOURCES WHEN RESPONDING TO
REQUESTS FOR INFORMATION**

DATE: March 5, 2015

BACKGROUND:

At the February 17, 2015 City Council meeting, Councilor Schweinberg requested that the above item be placed on the work session agenda for discussion by the City Council – specifically as they relate to requests made by Mr. Don Mount. Additionally, Councilor Schweinberg asked for staff to review the amount of information provided to Mr. Mount, as well as the amount of staff time utilized to prepare the information.

Staff will have one copy of all responses that were provided to Mr. Mount over the course of the last two months at Monday evening's work session for your review.

Ms. Watts and I have reviewed the amount of time spent gathering the information, responding to, and copying the information requested by Mr. Mount. While we do not keep specific records to the time involved, both Ms. Watts and I conservatively estimate the time involved to be in excess of 40 hours but less than 50 hours.

Staff will be happy to answer any questions you may have on Monday evening.

ITEM C.7 – Information to be provided at the Work Session.

**TO: THE HONORABLE MAYOR AND COUNCIL
CITY OF MUSTANG**

**FROM: TIMOTHY ROONEY
CITY MANAGER**

RE: CODE OF ETHICS

DATE: March 4, 2015

BACKGROUND:

At two previous work sessions, the adoption of a proposed Code of Ethics was discussed by staff and the City Council. At that time, it was believed by all involved, that there was no existing Code of Ethics adopted by the City Council and that any action regarding a Code of Ethics would be a change of direction.

Through the review of files by Ms. Martin, it was discovered that the Mustang City Council previously adopted a Code of Ethics on March 21, 2006. The Code of Ethics that was adopted by the City Council, as well as the minutes from the City Council meeting on March 21, 2006 are attached for your information and review.

According to the adopted Code of Ethics, members of boards and commissions and newly elected and appointed officials shall "sign a statement affirming they read and understand the City of Mustang Code of Ethics." With that in mind, staff will begin including the Code of Ethics and the signature affirmation with all elected and appointed officials moving forward.

Additionally, the Code of Ethics "shall be reviewed annually by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update it as necessary. With that in mind, I will be placing the existing Code of Ethics on the next work session agenda for review and discussion by the City Council.

ATTACHMENTS:

1. Code of Ethics adopted by the Mustang City Council on March 21, 2006
2. Minutes from the Mustang City Council meeting of March 21, 2006

**Code of Ethics
for members of
Mustang City Council,
Boards and Commissions
Adopted by the Mustang City Council
March 21, 2006**

Preamble

The citizens and businesses of Mustang are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with the City of Mustang commitment to excellence, the effective functioning of democratic government therefore requires that:

Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; public officials be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Mustang City Council has adopted a Code of Ethics for members of the City Council and of the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Mustang and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Mustang City Council, boards and commissions.

2. Comply with the Law

Members shall comply with the laws of the nation, the State of Oklahoma and the City of Mustang in the performance of their public duties. These laws include, but are not limited to: the United States and Oklahoma constitutions; the Mustang City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the City Council and board and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

10. Use of Public Resources

Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

11. Advocacy

Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Mustang, nor will they allow the inference that they do.

12. Policy Role of Members

Members shall respect and adhere to the council-manager structure of Mustang city government as outlined by the Mustang City Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff.

Except as provided by the City Charter, members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.

13. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

14. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

15. Implementation

As an expression of the standards of conduct for members expected by the City, the Mustang Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for City Council, applicants to board and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of Mustang code of ethics. In addition, the Code of Ethics shall be annually reviewed by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update it as necessary.

16. Compliance and Enforcement

The Mustang Code of Ethics expresses standards of ethical conduct expected for members of the Mustang City Council, boards and commissions. Members

themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

All members of boards and commissions have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

A violation of this code of ethics shall not be considered a basis for challenging the validity of a Council, board or commission decision.

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Conner also stated that he would like staff to look at the drainage on Heights Drive.

Councilman Scott stated that Ward VI is doing well.

Mayor McDowell encouraged anyone who has problems to come forward or call their Councilman or the City Manager with their questions.

The Mayor also suggested if someone has issues through the grapevine to call the City Manager, the Mayor, City Council or the Police Chief. He would like people to go straight to the source so that they have the correct facts.

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

MOTION was made by **Mayor McDowell**, seconded by **Councilman Gibson** to appoint **Doug Streu** to the **Planning Commission**.

AYE: Wilkerson, Gibson, Bryan, Conner, Scott
NAY: None

Councilman Bryan thanked the individuals who submitted their names for the Planning Commission. He stated that the City needs their participation and pointed out that their applications are kept on file should another appointment be needed.

H. DISCUSSION ITEMS

1. Discussion, Consideration and Possible Action Regarding Adopting Code of Ethics and Conduct for the City Council of Mustang and All Appointed Boards and Commissions.

City Manager Cockrell stated that Councilman Scott asked that this item be looked into and placed on the agenda.

Councilman Scott stated that he did bring this up and he feels that any appointed official has a responsibility to serve the community with respect. We all need to be adults and grown up enough to realize that what we say will have an affect on issues. He felt that there should be a

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Code of Ethics in place so that people know what to expect of their Council.

Councilman Gibson asked if he owned a home in his Ward, does he need to disclose that. The Code says "shall disclose investments, interests and real property" in accordance with the law. Also, where do you draw the line?

Mayor McDowell explained that a majority of what is already covered is governed by law.

City Attorney Miller gave examples and explained further.

Councilman Gibson stated that this, in no way as Council people or Planning Commission members, etc., says that if we know of a conflict of interest that we cannot point it out.

Councilman Scott commented that this is not going to change any laws. It is just a guideline to live by.

Mayor McDowell stated that all of these things are things that we already have covered by State Law. It will give guidelines for the Mayor when he has to call someone Out of Order, etc.

MOTION was made by **Councilman Bryan** and seconded by **Councilman Scott** to approve Item H1.

Councilwoman Wilkerson stated that she is surprised and delighted to see this and that this is a policy that she can embrace. She went on to make a comment concerning the second paragraph of the last page. This paragraph states "the chairs of boards and commissions and the Mayor" have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention. She would like to see this changed to read "All members of All Boards and Commissions" have this responsibility.

Councilman Scott stated that he has no problem changing the wording of this. He thinks that when you have a meeting, there are certain people in charge of that meeting.

Mayor McDowell stated that we are all responsible people and if anyone of us sees something that is wrong then we should all take charge of this

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situation. He went on to speak of Roberts Rules of Order. There has to be one person who runs the meeting and it cannot be allowed that everyone runs the meeting.

MOTION was made by **Councilwoman Wilkerson** and seconded by **Councilman Scott** to amend the original motion to read "all members of all boards will have additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention".

City Attorney Miller stated that the authority of a chairperson to run a meeting is the authority that is granted by other Ordinances. It is not consistent for a member to disrupt a meeting based on the authority of this adopted policy.

AYE: Wilkerson, Gibson, Bryan, Conner, Scott
NAY: None

Mayor McDowell stated that Council would now vote on the **Original Motion with the amendment attached.**

AYE: Wilkerson, Gibson, Bryan, Conner, Scott
NAY: None

2. **Discussion, Consideration and Possible Action Regarding Acceptance of Submittals from Engineering Firms for the Position of City Engineer, Determination of the Interview and Selection Process.**

Wilkerson stated that she is not comfortable in making a decision on an engineer. She received the information, but does not know if there is anything pressing at this time to make this decision.

Cockrell stated that the City has an interim engineer and this item is to accept the submittals and direct staff on the selection process.

Mayor McDowell read the recommendation from staff regarding having two members from the City Council work with the City Manager to identify the top two companies. The recommendation of staff is to work with them and bring it down to two companies.