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

SEPTEMBER 26, 2017
7:00 P.M.

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE/INVOCATION

Wriley Webster, Pastor, The Bridge Assembly of God

C. ROLL CALL

D. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

E. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

F. CONSENT AGENDA

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

1. Approval of **09/05/2017** City Council Minutes.
2. Approval of **09/11/2017** City Council Special Meeting (Work Session) Minutes.

*3. Claims List for **FY 2017**.

*4. Claims List for **FY 2018**.

5. Approval of **Resolution No. 18-015** making changes in the General Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $215,595.
6. Approval of **Resolution No. 18-016** making changes in the Impound Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $13,000.
7. Approval of **Resolution No. 18-017** making changes in the Library Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $37,952.
8. Approval of **Resolution No. 18-018** making changes in the Limited Purpose Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $84,768.
9. Approval of **Resolution No. 18-019** making changes in the Park and Recreation Donation Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $1,000.

10. Approval of **Resolution No. 18-020** making changes in the Penny Extension 10% P.S. Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $21,000.
11. Approval of **Resolution No. 18-021** making changes in the Street Improvement Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $267,000.
12. Approval to **Deny Tort Claim** by Peachtree Living, LLC, date of incident December 24, 2016, in the amount of $5,403.57.

G. INFORMATION/REPORTS

1. City Manager

2. City Council

   a. Approval of **Proclamation** Declaring September 17th through September 23rd as "Constitution Week".

   b. **Presentation** of Plaque and Recognition of Outgoing Council-member Kevin Riley, Ward I.

   c. City Council Reports

H. DISCUSSION ITEMS

1. **Discussion, Consideration and Possible Action** regarding Final Plat Application FP-6-19-17-1-30, Crystal Springs Addition, 29Sara, LLC, SW Corner N. Clear Springs Road and W SW59th Street.

2. **Discussion, Consideration and Possible Action** regarding Approval of **Ordinance No. 1152**, an Ordinance of the City of Mustang, Oklahoma, Amending Chapter 122, Article I, by Amending Section 122-5 to Adopt the Imagine Mustang Comprehensive Plan; Providing for Repealer; Providing for Severability; and Declaring an Emergency.

J. CITY ATTORNEY'S REPORT

None.

K. ADJOURNMENT

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

MUSTANG CITY COUNCIL
SEPTEMBER 5, 2017

The Mustang City Council met in regular session on Tuesday, September 5, 2017, at 7:00 p.m. in the Mustang Municipal Building Council Chambers. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Friday, September 1, 2017, at 4:00 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 (Rob McClure, Pastor, The Bridge Assembly of God.

Pastor McClure led the assembly in the Pledge and Invocation.

C. ROLL CALL

Councilmembers Present: **Adams**
Riley
Leete
Grider
Jones (left at 7:48 p.m.)
Hagan
Schweinberg

Councilmembers Absent: **None**

D. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

None.

E. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

None.

F. CONSENT AGENDA

1. Approval of **08/15/2017** City Council Minutes.
*2. Claims List for **FY 2017**.
*3. Claims List for **FY 2018**.
*4. Approval to Turn **Past Due Utility Accounts** over to the Collection Agency.
5. Approval to Turn **Past Due Library Accounts** over to the Collection Agency.
6. Approval to Declare Old and Damaged Library Materials as **Surplus** and Authorizing Disposal of those Items.

MOTION was made by **Councilman Schweinberg,** seconded by **Councilman Leete**, to approve Items F-1 through F-6 of the Consent Agenda.

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

G. INFORMATION/REPORTS

1. **City Manager**

City Manager Rooney stated a retirement reception for Desiree Webber, Library Director, would be held Thursday, September 7th from 3:00 – 5:00 at the Community Center inviting everyone to attend.

2. **City Council**

a. Appointment of One (1) Member to the Mustang Board of Adjustment.

Community Development Director Helsel stated one member of the Board of Adjustment had resigned due to moving to Guthrie. She stated Ed Harris, through the online Talent Bank, submitted his interest to serve on this Board stating he has a construction background and Staff recommends appointing Mr. Harris to the Board of Adjustment.

MOTION was made by **Councilman Schweinberg,** seconded by **Councilman Grider**, to appoint Mr. Ed Harris to the Mustang Board of Adjustment.

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

b. City Council Reports

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.

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

Councilman Grider stated on a personal level, wanted to thank the Police Department stating his four year old had wandered off at the ballgame Friday night and they quickly found him.

Councilman Jones thanked *Police Chief Groseclose* for working on a couple of problems in his Ward.

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

Councilman Schweinberg stated Western Days will be held this weekend and encouraged everyone to come out and enjoy. He also thanked *Assistant City Manager Battles* for taking on a couple of constituent issues he had.

Mayor Adams also encouraged everyone to come and enjoy Western Days this weekend and thanked Mustang Chamber of Commerce Director Renee Peerman for her hard work.

H. DISCUSSION ITEMS

1. **Public Hearing, Discussion, Consideration and Possible Action** regarding Adoption of the Imagine Mustang Comprehensive Plan.

   Mr. Rick Leisner with Halff & Associates provided an updated presentation regarding the Imagine Mustang Comprehensive Plan.

   Discussion was held concerning the changes being minor changes such as grammar, small mapping errors, digital map, etc.

Mayor Adams opened the matter for Public Hearing.

There being none, **MOTION** was made by **Councilman Schweinberg**, seconded by **Councilman Jones**, to close the Public Hearing.

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

City Manager Rooney complimented *Community Development Director Helsel* and her staff as well as the Planning Commission for their hard work and dedication stating this was a long process and they did a great job.

MOTION was made by **Councilman Schweinberg,** seconded by **Councilman Leete**, to Adopt the Imagine Mustang Comprehensive Plan.

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

2. **Discussion, Consideration and Possible Action** regarding Approval of **Ordinance No. 1151**, an Ordinance of the City of Mustang, Oklahoma, Amending Chapter 2, Article II, by Amending Section 2-31 to Provide that Regular Meetings of the Mustang City Council shall Occur One Time per Month; Providing an Effective Date; Providing for Repealer; and Providing for Severability.

   City Manager Rooney provided Charter and Code information in regards to City Council meetings stating the Charter requires one meeting per month to be held with the Code stating two meetings per month would be held. He stated this Ordinance will make a change to the Code from two regularly scheduled meetings per month to one regularly scheduled meeting per month with the meeting to be held on the first Tuesday of the month.

   Rooney stated Work Sessions would continue to be Special Meetings and would be held, when needed, on the third Tuesday of the month stating additional City Council meetings could also still be held when necessary by calling a Special Meeting. He stated the Ordinance would go into effect January, 2018.

MOTION was made by **Councilman Schweinberg,** seconded by **Councilman Grider**, to Approve **Ordinance No. 1151**, an Ordinance of the City of Mustang, Oklahoma, Amending Chapter 2, Article II, by Amending Section 2-31 to Provide that Regular Meetings of the Mustang City Council shall Occur One Time per Month; Providing an Effective Date; Providing for Repealer; and Providing for Severability.

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

*3. **Discussion, Consideration and Possible Action** regarding Approval of Contract for Public Safety Software Solution with Zuercher Technologies and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

Police Chief Groseclose stated the Public Safety Software Solution was awarded to Zuercher Technologies in July stating this item is for approval of the contract for this project. He stated *City Attorney Miller* and Zuercher Technologies worked together on the contract and Staff recommends approval.

MOTION was made by **Councilman Grider,** seconded by **Councilman Leete**, to Approve the Contract for Public Safety Software Solution with Zuercher Technologies and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

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

*4. **Discussion, Consideration and Possible Action** regarding Approval of Contract to Purchase Dispatch Consoles for Project labeled Public Safety Software Solution and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

Police Chief Groseclose stated the dispatch consoles were originally planned to be purchased from Total Radio using the HGAC contract, but due to the funding source, was unable to utilize this contract. He stated Staff secured another proposal from Avtec utilizing the NASPO State Contract for $76,544.74 plus annual maintenance of $6,635.56 beginning in FY19 and recommends utilizing this contract for the purchase of the dispatch consoles.

MOTION was made by **Councilman Grider,** seconded by **Councilman Jones**, to Approve the Contract to Purchase Dispatch Consoles for Project labeled Public Safety Software Solution and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

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

5. **Discussion, Consideration and Possible Action** regarding Approval of Contract and Bonds for Project labeled Town Center Expansion and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

Assistant City Manager Battles stated Council awarded the Request for Proposal to A.C. Owen Construction in the August 15th meeting stating this is for the approval of the contract and bonds for this project. He stated the base bid along with Alternates A and B were awarded at a total amount of $3,041,000 stating 365 days have been allocated to this project which allows for weather delays.

MOTION was made by **Councilman Grider,** seconded by **Councilman Leete**, to Approve the Contract and Bonds for Project labeled Town Center Expansion and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

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

*6. **Discussion, Consideration and Possible Action** regarding Approval of Contract and Bonds for Project labeled Mustang Road Waterline Relocation and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

Assistant City Manager Battles stated Council awarded the Request for Proposal to Southwest Water Works in the August 15th meeting stating this is for the approval of the contract and bonds for this project. He stated the project was awarded for $486,898 stating 120 days from the Notice to Proceed have been allocated for completion of the project.

MOTION was made by **Councilman Schweinberg,** seconded by **Councilman Leete**, to Approve the Contract and Bonds for Project labeled Mustang Road Waterline Relocation and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

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

7. **Discussion, Consideration and Possible Action** regarding Approval of **Resolution No. 18-013**, a Resolution Approving Participation with the State of Oklahoma Department of Transportation (ODOT) for the Installation of Traffic Signals and Intersection Modification at State Highway 4 and Southwest 89th Street.

   Assistant City Manager Battles stated this Resolution would allow for installation of a traffic signal at State Highway 4 and Southwest 89th stating the City of Mustang would be responsible for 20% of the installation cost and 100% of the maintenance. He stated the additional 80% installation cost would be funded by ODOT. **Battles** stated the cost for the 20% was $46,000.

MOTION was made by **Councilman Grider,** seconded by **Councilwoman Hagan**, to Approve **Resolution No. 18-013**, a Resolution Approving Participation with the State of Oklahoma Department of Transportation **(ODOT)** for the Installation of Traffic Signals and Intersection Modification at State Highway 4 and Southwest 89th Street.

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

8. **Discussion, Consideration and Possible Action** regarding Acceptance of Resignation of Ward I Councilmember Kevin Riley effective September 30, 2017.

   City Manager Rooney stated *Councilmember Riley* announced his resignation effective September 30, 2017, at the last City Council meeting stating this item was needed to formerly accept his resignation.

MOTION was made by **Mayor Adams, seconded by Councilman Schweinberg**, to Accept the Resignation of Ward I Councilmember Kevin Riley effective September 30, 2017.

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

9. **Discussion, Consideration and Possible Action** regarding Process for Appointment to Fill Ward I Vacancy.

   City Manager Rooney provided information regarding what the Charter and Code state when a vacancy occurs on the Council stating both were quiet regarding the actual process. He gave an overview of a proposed policy which included advertising the vacancy in both newspapers stating letters of interest for the Ward I vacancy would be accepted through October 10, 2017 at 5:00 pm with the letters being provided to Council for their review and appointment in the October 17, 2017, City Council meeting. He stated only residents of Ward I may submit letters of interest.

   Rooney stated this policy could be used for future vacancies when needed and requested Council adopt the policy as outlined in the agenda packet for the appointment of a Ward I Councilmember.

MOTION was made by **Mayor Adams, seconded by Councilman Schweinberg**, to Adopt the Policy as Outlined for Appointment to Fill Ward I Vacancy.

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

J. CITY ATTORNEY'S REPORT

1. **Discussion, Consideration and Possible Action** regarding Proposed Workers' Compensation Settlement Claim No. 2017-02 and Authorization for City Attorney and Staff to Take Action Necessary to Accomplish Same; and, Proposed Executive Session as Authorized by 25 O.S., Section 307(B)(4).

2. **Discussion, Consideration and Possible Action** to approve an Amendment to Purchase and Donation Agreement between the City of Mustang, Oklahoma, as Buyer, and Todd L. Martin and Shari Breit Martin, husband and wife, individually and as Trustees of the Todd Lavell Martin Living Trust, as Sellers, to purchase certain property described therein and to accept a cash donation from Sellers to the City of Mustang; and, **proposed Executive Session as authorized by 25 Okla. Stat. §307(B)(3).**

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

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

TIME ADJOURNED to Executive Session: **7:39 p.m.**

Mayor Adams called the meeting back in session at **7:48 p.m.**

Councilman Jones left at this time.

In reference to Item J-1 –

MOTION was made by **Mayor Adams,** seconded by **Councilman Schweinberg** to Approve as Presented.

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

In reference to Item J-2 –

MOTION was made by **Councilman Riley,** seconded by **Councilman Leete** to Approve an Amendment to Purchase and Donation Agreement between the City of Mustang, Oklahoma, as Buyer, and Todd L. Martin and Shari Breit Martin, husband and wife, individually and as Trustees of the Todd Lavell Martin Living Trust, as Sellers, to purchase certain property described therein and to accept a cash donation from Sellers to the City of Mustang.

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

K. ADJOURNMENT

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

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

The meeting was adjourned at **7:49 p.m.**

_____
Jay Adams, Mayor

Attest:

_____
Lisa Martin, City Clerk

MUSTANG CITY COUNCIL
SEPTEMBER 11, 2017
SPECIAL MEETING

The Mustang City Council scheduled a Special Meeting on Monday, September 11, 2017, at 6:30 p.m. at the Mustang Fire Department, Training Room, 465 W State Highway 152, Mustang, Oklahoma. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Thursday, September 7, 2017, at 4:10 p.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A. CALL TO ORDER

Vice Mayor Schweinberg called the meeting to order at 6:35 p.m.

B. ROLL CALL

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

Meeting was not held due to lack of quorum.

FUND: 01 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 13		PARKS AND RECREATION				
17-2040	01-M0220	MUSTANG PUBLIC SCHOOLS	BUS TRANSPORTATION	6/2017	502	816.87
					DEPARTMENT TOTAL:	816.87
DEPARTMENT: 19		BALL COMPLEX				
17-0224	01-U0009	US FOODS, INC	FOOD FOR CONCESSION	6/2017	5898075B	20.74
					DEPARTMENT TOTAL:	20.74
DEPARTMENT: 21		FINANCE				
17-0393	01-P0045	PETTY CASH	PETTY CASH EXPENDITURES	6/2017	201709186087	91.94
					DEPARTMENT TOTAL:	91.94
					FUND TOTAL:	929.55

FUND: 01 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		MAYOR AND COUNCIL				
18-0178	01-W0001	WHEATLEY, SEGLER, OSBY & MICITY PROSECUTOR		9/2017	17813	116.25
					DEPARTMENT TOTAL:	116.25
DEPARTMENT: 11		CITY MANAGER				
18-0053	01-A0122	ALLIANCE MAINTENANCE, INC	JANITORIAL SERVICES	9/2017	95838	675.00
18-0207	01-I0104	INVESTIGATIVE CONCEPTS, INC	BACKGROUND PRE-EMPLOYMENT	9/2017	201709186122	39.00
18-0206	01-M0001	STAR COMMUNICATION CORPORA	TADS FOR JOB OPENINGS	9/2017	4825	100.00
18-0116	01-M0180	MUSTANG CHAMBER OF COMMER	CHAMBER LUNCHEONS	9/2017	14069	180.00
18-0714	01-P0099	PRINCIPAL LIFE INSURANCE CO	RETIREE INSURANCE	9/2017	201709206142	17.32
18-0178	01-W0001	WHEATLEY, SEGLER, OSBY & MI	CITY PROSECUTOR	9/2017	17813	636.72
18-0203	01-W0009	WORKERS ASSISTANCE PROGRAM,	EMPLOYEE ASSISTANCE PROGR	9/2017	201709186121	423.64
					DEPARTMENT TOTAL:	2,071.68
DEPARTMENT: 12		LIBRARY				
18-0302	01-B1023	BTAC ACQUISITION CORP.	NONFICTION BOOKS FOR COLL	9/2017	5014688704	401.58
18-0317	01-B1023	BTAC ACQUISITION CORP.	ADULT FICTION	9/2017	5014686865	66.55
18-0471	01-C0252	COX SUBSCRIPTIONS, INC	MAGAZINE SUBSCRIPTIONS	9/2017	3034393	623.14
18-0736	01-C0268	DIANE MARIE CERNY	QUICK QUILT CLASS	9/2017	201709206140	400.00
18-0542	01-C0278	COX COMMUNICATIONS, INC.	MO. MODEM SERVICE CHRG	9/2017	201709186105	4.99
18-0300	01-M0263	MIDWEST TAPE, LLC	NONPRINT ITEMS FOR COLLE	9/2017	95338096	116.76
18-0580	01-V0007	VICKERS PHOTOGRAPHY, INC.	PHOTO, REFRAMED & WEBSITE	9/2017	14406A	95.00
					DEPARTMENT TOTAL:	1,708.02
DEPARTMENT: 13		PARKS AND RECREATION				
18-0659	01-B0186	JUSTIN BATTLES	PER DIEM FOR NRPA CONFERE	9/2017	201709186101	160.00
18-0513	01-B1026	B&C APPAREL	SHIRTS FOR CHALLENGE	9/2017	33874	222.00
18-0602	01-C0233	C&A ENTERPRISES BY AMY, LL	CASP STAFF SHIRTS	9/2017	1561	376.00
18-0479	01-C0278	COX COMMUNICATIONS, INC.	TV FOR TREADMILLS	9/2017	201709186108	92.32
18-0233	01-F0094	FLEETCORE TECHNOLOGIES, INC	FUEL CHARGES	9/2017	NP51314670A	630.68
18-0707	01-H0019	JEAN HEASLEY	PER-DIEM FOR CONFERENCE	9/2017	201709186109	160.00
18-0672	01-M0220	MUSTANG PUBLIC SCHOOLS	BUS USE	9/2017	514	904.75
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATI	ELECTRIC SERVICE	9/2017	201709186113	4,066.00
18-0139	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	9/2017	201709186110	55.74
18-0683	01-P0103	LARRY G. LOGAN	TABLE CLOTHS FOR EVENTS	9/2017	201709186120	96.00
18-0532	01-R0158	R.C. SYSTEMS, INC	ONLINE HOSTING & FEE	9/2017	17353	550.00
18-0535	01-S0093	SMART TECHNOLOGIES, INC	DROP LINE @ SOFTBALL	9/2017	717412	95.00
18-0389	01-S0328	SPRINT SPECTRUM, LP	CELL PHONES	9/2017	201709196125	154.66
18-0706	01-W0163	SHANNON WILLIS	PER-DIEM FOR CONFERENCE	9/2017	201709186117	160.00
18-0708	01-W0164	ASHLEY WISNER	PER-DIEM FOR CONFERENCE	9/2017	201709186118	160.00
					DEPARTMENT TOTAL:	7,883.15

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 15		GENERAL GOVERNMENT				
18-0050	01-A0065	ACTION SAFETY SUPPLY CO	BARRICADES FOR WESTERN DA	9/2017	210617	1,500.00
18-0087	01-D0088	STATE OF OKLAHOMA	INMATE LABOR	9/2017	5141	1,200.00
18-0709	01-D0088	STATE OF OKLAHOMA	INMATE LABOR	9/2017	5151A	480.00
18-0131	01-O0010	ONE GAS, INC.	GAS SERVICES	9/2017	201709196126	98.59
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	9/2017	201709186113	672.35
18-0703	01-O1177	OK TAX COMMISSION	SALES TAX PAYABLE	9/2017	201709186088	1,572.91
18-0155	01-S0085	SILVER STAR CONSTRUCTION	STREET & MOWING CONTRACT	9/2017	24609	71,432.89
18-0158	01-S0093	SMART TECHNOLOGIES, INC	OPERATING SYSTEM MAINT.	9/2017	717425	3,179.95
18-0159	01-S0173	STANDLEY SYSTEMS, LLC	COPIER LEASE/USAGE	9/2017	752486	3,120.24
					DEPARTMENT TOTAL:	83,256.93
DEPARTMENT: 16		TRANSFERS				
18-0040	01-L0045	LIMITED PURPOSE FUND	10% EXCESS OVER $800,000.	9/2017	201709186094	3,809.76
18-0041	01-M0210	MUSTANG IMPROVEMENT AUTHORI	SALES TAX TRANSFER	9/2017	201709186092	438,097.58
18-0045	01-S0205	STREET IMPROVEMENT FUND	TRANS. TO STREET IMPROV.	9/2017	201709186090	15,000.00
					DEPARTMENT TOTAL:	456,907.34
DEPARTMENT: 18		TOWN CENTER				
18-0242	01-A0110	ALL SEASON BUILDING SUPPLY,	SUPPLIES	9/2017	116856	199.11
18-0247	01-A0122	ALLIANCE MAINTENANCE, INC	CLEANING SUPPLIES	9/2017	95837	4,435.00
18-0081	01-C0117	CLEARWATER ENTERPRISE, LLC	GAS SERVICES	9/2017	201709186102	70.02
18-0257	01-C0189	TODD D. ABRELL	QUARTERLY MAINTENANCE	9/2017	7681	250.00
18-0684	01-D0151	DOMINGO ALVAREZ	WAX FLOOR @ T.C.	9/2017	623661	1,525.00
18-0255	01-K0033	KONE, INC	ELEVATOR MAINTENANCE	9/2017	949699706	772.53
18-0246	01-M0128	MAC FIRE SYSTEMS, INC	ANNUAL FIRE/INSPECTION	9/2017	125997	625.00
18-0401	01-M0270	KAHLE MAYFIELD	PAINTING & REPAIR	9/2017	6005-1	800.00
18-0131	01-O0010	ONE GAS, INC.	GAS SERVICES	9/2017	201709206129	117.26
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	9/2017	201709186113	13,764.44
18-0614	01-S1002	STERLING J. BEECROFT, LLC	REPAIR TO LIGHTS	9/2017	3404	1,162.00
18-0279	01-S1165	INTERLINE BRANDS, INC	SUPPLIES FOR T.C.	9/2017	405590332	371.88
18-0323	01-S1165	INTERLINE BRANDS, INC	JANITORIAL SUPPLIES	9/2017	411546278	616.14
18-0514	01-S1165	INTERLINE BRANDS, INC	JANITORIAL SUPPLIES	9/2017	412910366	532.93
					DEPARTMENT TOTAL:	25,241.31

FUND: 01 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 19		BALL COMPLEX				
18-0245	01-A0110	ALL SEASON BUILDING SUPPLY,	SUPPLIES FOR SPORTS COMPL	9/2017	115955	334.00
18-0236	01-A0131	JAMES HILLIS	PORT A POTTIES	9/2017	19488	147.00
18-0596	01-A0131	JAMES HILLIS	PORT A POTTIES	9/2017	19489	1,719.00
18-0572	01-B1019	BEN E. KEITH COMPANY	FOOD FOR CONCESSION	9/2017	63635014	3,766.54
18-0530	01-B1026	B&C APPAREL	T-SHIRTS FOR SOFTBALL LEA	9/2017	33743	910.00
18-0232	01-F0094	FLEETCORE TECHNOLOGIES, INC	FUEL CHARGES	9/2017	NP51314670C	250.54
18-0230	01-I1119	STEPHEN WHOLESALE CO, INC.	FOOD FOR CONCESSION	9/2017	6765971	2,332.90
18-0574	01-I1119	STEPHEN WHOLESALE CO, INC.	FOOD FOR CONCESSION	9/2017	6772758	1,022.87
18-0222	01-M1000	MAZZIO'S MUSTANG INC	PIZZA FOR CONCESSION	9/2017	471669	241.00
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	9/2017	201709186113	1,173.04
18-0139	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	9/2017	201709186110	2,396.67
18-0571	01-P0144	BOTTLING GROUP, LLC	DRINKS FOR CONCESSION	9/2017	33970057	4,922.20
18-0575	01-P0144	BOTTLING GROUP, LLC	FOOD FOR CONCESSION	9/2017	35101107	2,834.78
18-0224	01-Q0011	QNC, INC.	DIP TANK SOLUTION FOR CON	9/2017	33997	394.50
18-0225	01-S1165	INTERLINE BRANDS, INC	JANITORIAL SUPPLIES FOR C	9/2017	410872659	2,294.83
18-0698	01-S8858	SHATWELL'S TURF MANAGEMENT	WEED CONTROL	9/2017	201709206128	1,925.00
					DEPARTMENT TOTAL:	26,664.87
DEPARTMENT: 20		AQUATICS				
18-0248	01-C0044	CARDINAL POOLS OF OKLAHOMA,	CHEMICALS FOR AQUATICS	9/2017	234339	315.00
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	9/2017	201709186113	2,247.85
18-0534	01-S9983	SUNBELT POOLS, INC	POOL CHEMICALS	9/2017	31181-1	480.02
					DEPARTMENT TOTAL:	3,042.87
DEPARTMENT: 21		FINANCE				
18-0556	01-D0030	CRAMER COMPUTER SUPPLIES, I	CHECKS FOR 15 ACCOUNT #	9/2017	26322	134.63
18-0733	01-F0046	FORMULAONE BY A.E.S. INC.	WINDOW TINT	9/2017	5290	350.00
18-0016	01-P8888	PITNEY BOWES GLOBAL FINANCI	SMART MAILER - U.B. BILLS	9/2017	3304406876	846.72
18-0748	01-W0110	JANET WATTS	OMCTFOA CONFERENCE	9/2017	201709216145	160.00
					DEPARTMENT TOTAL:	1,491.35

FUND: 01 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 31		COMMUNITY DEVELOPMENT				
18-0069	01-C0020	CANADIAN COUNTY CLERK	FILING FEES FOR ABATEMENT	9/2017	R525436	56.00
18-0092	01-F0094	FLEETCORE TECHNOLOGIES, INC	BULK FUEL	9/2017	NP51314670	460.20
18-0124	01-M0286	JIMANI VENTURES INC.	OIL CHANGES	9/2017	259857	31.99
18-0140	01-O0096	OKLAHOMA UNIFORM BUILDING C	COLLECTION OF STATE FEES	9/2017	201709186112	464.00
18-0382	01-X0004	JOHN RYCZKOWSKI	MOWING & ABATEMENTS	9/2017	201709186119	790.00
					DEPARTMENT TOTAL:	1,802.19
DEPARTMENT: 41		POLICE				
18-0051	01-A0084	BADGEPASS, INC	BADGEPASS/IDENTITY MANAGE	9/2017	P100151	200.00
18-0052	01-A0122	ALLIANCE MAINTENANCE, INC	FACILITY CLEANING	9/2017	95839	1,295.00
18-0395	01-B0109	STATE OF OKLAHOMA BOARD OF	INTOXILYZER CLASS	9/2017	6295	62.00
18-0081	01-C0117	CLEARWATER ENTERPRISE, LLC	GAS SERVICES	9/2017	201709186102	330.28
18-0216	01-C0232	COPS PRODUCTS	UNIFORM NEEDS FOR NEW HIR	9/2017	20176125	954.14
18-0084	01-D0090	STATE OF OKLAHOMA	OLETS USER FEES	9/2017	11-1802060	350.00
18-0097	01-F0078	DAIOHS USA, INC	COFFEE SERVICE	9/2017	186621	245.60
18-0099	01-F0094	FLEETCORE TECHNOLOGIES, INC	FUEL CHARGES	9/2017	NP51314635	4,161.06
18-0110	01-I0126	COLOSSUS, INCORPORATED	MOBILECOP LICENSE RENEWAL	9/2017	11198	248.26
18-0127	01-M0286	JIMANI VENTURES INC.	OIL CHANGES	9/2017	258555	194.95
18-0651	01-M1149	MIRANDA KAY MANNING	NUTRITIONIST FEE FOR PRIS	9/2017	100	150.00
18-0131	01-O0010	ONE GAS, INC.	GAS SERVICES	9/2017	201709206129	174.52
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATI	ELECTRIC SERVICE	9/2017	201709186113	5,654.39
18-0620	01-S0246	SWEEPER METAL FABRICATORS C	SUPPLY & INSTALL MOTOR	9/2017	1700-22	1,978.25
18-0544	01-S6647	SOONER IRRIGATION	REPAIR SPRINKLER SYSTEM	9/2017	55688	292.50
18-0671	01-U0005	ACCURACY INC	AMMUNITION ORDER	9/2017	165375	9,633.00
					DEPARTMENT TOTAL:	25,923.95
DEPARTMENT: 42		ANIMAL CONTROL				
18-0099	01-F0094	FLEETCORE TECHNOLOGIES, INC	FUEL CHARGES	9/2017	NP51314635	109.98
					DEPARTMENT TOTAL:	109.98
DEPARTMENT: 51		FIRE				
18-0679	01-A0110	ALL SEASON BUILDING SUPPLY,	BUILDING SUPPLIES & MAINT	9/2017	119192	31.87
18-0334	01-B0137	BOUNDTREE MEDICAL	EMS SUPPLIES	9/2017	38602053	2,028.73
18-0413	01-C0065	CASCO INDUSTRIES, INCORPORA	NEW FIREFIGHTER BRASS	9/2017	185641	59.00
18-0190	01-C1012	JOHN I. GARCIA	LAWN SPRAYING	9/2017	50358	135.00
18-0521	01-C1031	CUSTOM IDENTIFICATION PRODU	LOCKER NAME TAGS	9/2017	316827	15.00
18-0182	01-C1032	CANADIAN COUNTY HEALTH DEPA	INFECTIOUS CONTROL	9/2017	201709186104	35.00
18-0183	01-C1118	GLOBAL BUSINESS, INC.	UNIFORM CLEANING	9/2017	L121076	8.00
18-0626	01-F0079	FEDERATION OF FIRE CHAPLIN	FFC 2017 ANNUAL CONFERENC	9/2017	01780	275.00
18-0185	01-F0094	FLEETCORE TECHNOLOGIES, INC	FUEL FOR VEHICLES	9/2017	NP51314669	968.03
18-0189	01-N0137	NORTHERN SAFETY CO INC	SCBA REPAIRS	9/2017	101457213	436.00
18-0131	01-O0010	ONE GAS, INC.	GAS SERVICES	9/2017	201709196123	133.26
18-0354	01-O0059	OHD LLLP	CALIBRATION FIT TEST MACH	9/2017	53853	165.00
18-0674	01-P0123	RUSH TRUCK CENTERS OF OKLAH	PART FOR ENGINE	9/2017	3007658879	6.44
18-0562	01-S0088	SPECIAL OPS UNIFORMS, INC	TACTICAL JOB SHIRTS	9/2017	268541	1,033.48

FUND: 01 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 51		FIRE				
18-0191	01-U0055	UNIFIRST HOLDINGS, INC.	SHOP TOWEL SERVICE	9/2017	825 1217512	41.45
18-0458	01-W0020	WALMART COMMUNITY BRC	MISC. SUPPLIES	9/2017	201709206131	42.70
18-0565	01-W0112	WEATHERFORD PRESS	DEPARTMENT UNIFORM POLO'S	9/2017	34851	925.00
18-0467	01-Y0040	YUKON TROPHY & AWARDS INC	NAME ADDITION TO PLAQUE	9/2017	817399	10.00
					DEPARTMENT TOTAL:	6,348.96
DEPARTMENT: 61		STREETS				
18-0136	01-00035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	9/2017	201709186113	1,001.66
18-0139	01-00055	OG&E COMPANY	ELECTRIC SERVICE	9/2017	201709186110	388.32
					DEPARTMENT TOTAL:	1,389.98
					FUND TOTAL:	643,958.83

FUND: 05 - PARK IMPROVEMENT SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
18-0349	01-G0110	PLAYCORE WISCONSIN, INC.	PLAYGROUND PARTS	9/2017	PJI-0069462	201.80
18-0365	01-M0148	MOST DEPENDABLE FOUNTAINS	IMIRROR FINISH, GASKETS, S	9/2017	47984A	446.00
18-0372	01-M0148	MOST DEPENDABLE FOUNTAINS	IPUSH BUTTON HEAD	9/2017	47984	210.00
					DEPARTMENT TOTAL:	857.80
					FUND TOTAL:	857.80

FUND: 07 - LIBRARY FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 07		ADMINISTRATION				
18-0555	01-S0093	SMART TECHNOLOGIES, INC	FORTIGATE PLUS FIREWALL	9/2017	717407	3,340.00
					DEPARTMENT TOTAL:	3,340.00
					FUND TOTAL:	3,340.00

FUND: 13 - POLICE TECHNOLOGY FEE SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 41		POLICE TECHNOLOGY				
18-0287	01-T0029	WEST PUBLISHING CORPORATION	CLEAR FOR LAW ENFORCEMENT	9/2017	836759787	200.00
					DEPARTMENT TOTAL:	200.00
					FUND TOTAL:	200.00

FUND: 14 - STREET/DRAINAGE IMP SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 14		ADMINISTRATION				
18-0155	01-S0085	SILVER STAR CONSTRUCTION	STREET & MOWING CONTRACT	9/2017	24609	604.32
					DEPARTMENT TOTAL:	604.32
					FUND TOTAL:	604.32

FUND: 15 - PERSONAL SERVICE - 10% EX SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 41		POLICE				
18-0101	01-G0030	GENERAL FUND	TRANSFER 10% P.S.-POLICE	9/2017	201709186097	10,400.00
					DEPARTMENT TOTAL:	10,400.00
DEPARTMENT: 51		FIRE				
18-0102	01-G0030	GENERAL FUND	TRANSFER 10% P.S.-FIRE	9/2017	201709186098	10,400.00
					DEPARTMENT TOTAL:	10,400.00
					FUND TOTAL:	20,800.00

FUND: 39 - LIMITED PURPOSE SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 11		CITY MANAGER				
18-0286	01-A0102	ACQUIRE CCTV INC.	CAMERA SYSTEM FOR CITY HA	9/2017	201709206141	12,000.00
					DEPARTMENT TOTAL:	12,000.00
					FUND TOTAL:	12,000.00

FUND: 69 - RISK MANAGEMENT SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
18-0738	01-C0271	WILLIAM CARPENTER	WORKERS COMP CLAIM	9/2017	201709206139	8,800.00
18-0694	01-E0143	EMSA-WESTERN DIVISION	WORKERS COMP CLAIM	9/2017	201709186099	600.89
18-0742	01-M0267	MEDICAL CLAIMS REVIEW SERVI	WORKERS COMP CLAIM	9/2017	201709206135	481.48
18-0741	01-M0299	B3W LLC	WORKERS COMP CLAIM	9/2017	201709206136	191.49
18-0695	01-M1044	MODERN MEDICAL, INC	WORKERS COMP CLAIM	9/2017	201709186100	25.83
18-0744	01-M1044	MODERN MEDICAL, INC	WORKERS COMP CLAIM	9/2017	201709206133	1,929.97
18-0745	01-N0073	NORTHWEST ANESTHESIA	WORKERS COMP CLAIM	9/2017	201709206132	503.06
18-0739	01-O0181	OK TAX COMMISSION	WORKERS COMP CLAIM	9/2017	201709206138	242.00
18-0740	01-O0206	OK WORKERS COMPENSATION COM	WORKERS COMP CLAIM	9/2017	201709206137	140.00
18-0743	01-T024	THE PHYSICIANS GROUP, LLC	WORKERS COMP CLAIM	9/2017	201709206134	53.02
					DEPARTMENT TOTAL:	12,967.74
					FUND TOTAL:	12,967.74
					GRAND TOTAL:	1,465,001.57

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

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

2. **MEETING DATE:** September 19, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-015 for a Budget Supplemental in the General Fund for the Fiscal Year 2017-2018.

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

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

6. **BACKGROUND:**
   The City desires to lapse all unexpended encumbered appropriations at fiscal 2017 year-end; and re-approve the outstanding commitments in the immediately following fiscal year 2018.

   A supplemental appropriation for approval in the amount of the new purchase order and re-approved contract commitments will be carried forward from the prior year and honored in the immediate fiscal year 2018.

   A supplemental appropriation to increase the General Fund in the amount of $215,595 to be re-appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:**

8. **STAFF COMMENTS:**

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

10. **ORDINANCE /RESOLUTION NO. 18-015**

RESOLUTION NO. 18-015

A RESOLUTION TO MAKE CHANGES IN THE GENERAL FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $215,595.

WHEREAS, The City of Mustang has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) applicable to budgeting in 11 O.S. Sections 17-201 through 17-218; and

WHEREAS, 62 O.S. § 310.2 requires the encumbering officer of the City to record encumbrances against authorized appropriations for purchase orders and contracts at the time of commitment in an amount not to exceed the then unencumbered balance of the appropriations for said purpose; and

WHEREAS, The City desires to lapse all unexpended appropriations, including encumbered appropriations at fiscal year; and re-approve the outstanding purchase order and other contract commitments in the immediately following fiscal year and charge such to the appropriations of the immediately following fiscal year; and

WHEREAS, The City desires to carry over the unexpended fund balances into the immediately following fiscal year as income and revenue available to be provided for such new year, including availability for supplemental appropriation;

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

SUPPLEMENTAL APPROPRIATION

Revenues:

National Park & Recreation Grant (01-45111)	$ 619
2016 Vest Police Grant (01-45111)	1,489
OSHO Police Grant (01-45112)	14,471
Restricted Carryover (01-45199)	199,016
Total:	$215,595

Expenditures:

Other Services & Fees (01-511-5353)	$ 400
Adult Programs (National P&R Grant) 01-513-5301	619
Services/Equipment - Trail Design Grant (01-513-5971)	3,500
Transfer to Street Fund (01-516-5814)	180,000
Resale Items (01-519-5615)	653
Services/Equipment (01-521-5371)	2,701
2016 Vest Grant Uniform (01-541-5611)	1,489
Vehicles Repair & Maintenance (01-541-5621)	1,464
State/Local Jail Fund (01-541-5624)	9,798
Fire Prevention (01-551-5620)	500
OSHO Overtime (01-543-5102)	13,325
OSHO FICA/Medicare (01-543-5108)	1,146
Total	$215,595

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Mayor and City Council this **19th** day of **September 2017**.

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Mayor

ATTEST:

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City Clerk

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-6

2. **MEETING DATE:** September 19, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-016 for a Budget Supplemental in the Impound Fund for the Fiscal Year 2017-2018.

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

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

6. **BACKGROUND:**
   The City desires to lapse all unexpended encumbered appropriations at fiscal 2017 year-end; and re-approve the outstanding commitments in the immediately following fiscal year 2018.

   A supplemental appropriation for approval in the amount of the new purchase order and re-approved contract commitments will be carried forward from the prior year and honored in the immediate fiscal year 2018.

   A supplemental appropriation to increase the Impound Fund in the amount of $13,000 to be re-appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:**

8. **STAFF COMMENTS:**

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

10. **ORDINANCE /RESOLUTION NO. 18-016**

RESOLUTION NO. 18-016

A RESOLUTION TO MAKE CHANGES IN THE IMPOUND FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $13,000.

WHEREAS, The City of Mustang has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) applicable to budgeting in 11 O.S. Sections 17-201 through 17-218; and

WHEREAS, 62 O.S. § 310.2 requires the encumbering officer of the City to record encumbrances against authorized appropriations for purchase orders and contracts at the time of commitment in an amount not to exceed the then unencumbered balance of the appropriations for said purpose; and

WHEREAS, The City desires to lapse all unexpended appropriations, including encumbered appropriations at fiscal year; and re-approve the outstanding purchase order and other contract commitments in the immediately following fiscal year and charge such to the appropriations of the immediately following fiscal year; and

WHEREAS, The City desires to carry over the unexpended fund balances into the immediately following fiscal year as income and revenue available to be provided for such new year, including availability for supplemental appropriation;

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

SUPPLEMENTAL APPROPRIATION

Revenues:	
Restricted Carryover (04-45199)	$13,000
Expenditures:	
Increase to Fund Balance (04-541-5555)	$13,000

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Mayor and City Council this **19th** day of **September 2017**.

_____

Mayor

ATTEST:

_____

City Clerk

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-7

2. **MEETING DATE:** September 19, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-017 for a Budget Supplemental in the Library Fund for the Fiscal Year 2017-2018.

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

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

6. **BACKGROUND:**
   The City desires to lapse all unexpended encumbered appropriations at fiscal 2017 year-end; and re-approve the outstanding commitments in the immediately following fiscal year 2018.

   A supplemental appropriation for approval in the amount of the new purchase order and re-approved contract commitments will be carried forward from the prior year and honored in the immediate fiscal year 2018.

   A supplemental appropriation to increase the Library Fund in the amount of $37,952 to be re-appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:**

8. **STAFF COMMENTS:**

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

10. **ORDINANCE /RESOLUTION NO. 18-017**

RESOLUTION NO. 18-017

A RESOLUTION TO MAKE CHANGES IN THE LIBRARY FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $37,952.

WHEREAS, The City of Mustang has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) applicable to budgeting in 11 O.S. Sections 17-201 through 17-218; and

WHEREAS, 62 O.S. § 310.2 requires the encumbering officer of the City to record encumbrances against authorized appropriations for purchase orders and contracts at the time of commitment in an amount not to exceed the then unencumbered balance of the appropriations for said purpose; and

WHEREAS, The City desires to lapse all unexpended appropriations, including encumbered appropriations at fiscal year; and re-approve the outstanding purchase order and other contract commitments in the immediately following fiscal year and charge such to the appropriations of the immediately following fiscal year; and

WHEREAS, The City desires to carry over the unexpended fund balances into the immediately following fiscal year as income and revenue available to be provided for such new year, including availability for supplemental appropriation;

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

SUPPLEMENTAL APPROPRIATION

Revenues:	
Donations (07-45100)	$ 31
State Aid Grant (07-45112)	9,127
Grants – Other (07-45111)	28,794
	$37,952
Expenditures:	
Miscellaneous (07-507-5610)	$28,825
State Aid Grant (07-507-5630)	9,127
	$37,952

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Mayor and City Council this **19th** day of **September 2017.**

_____

Mayor

ATTEST:

_____

City Clerk

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-8

2. **MEETING DATE:** September 19, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-018 for a Budget Supplemental in the Limited Purpose Fund for the Fiscal Year 2017-2018.

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

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

6. **BACKGROUND:**
   The City desires to lapse all unexpended encumbered appropriations at fiscal 2017 year-end; and re-approve the outstanding commitments in the immediately following fiscal year 2018.

   A supplemental appropriation for approval in the amount of the new purchase order and re-approved contract commitments will be carried forward from the prior year and honored in the immediate fiscal year 2018.

   A supplemental appropriation to increase the Limited Purpose Fund in the amount of $84,768 to be re-appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:**

8. **STAFF COMMENTS:**

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

10. **ORDINANCE /RESOLUTION NO. 18-018**

RESOLUTION NO. 18-018

A RESOLUTION TO MAKE CHANGES IN THE LIMITED PURPOSE FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $84,768.

WHEREAS, The City of Mustang has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) applicable to budgeting in 11 O.S. Sections 17-201 through 17-218; and

WHEREAS, 62 O.S. § 310.2 requires the encumbering officer of the City to record encumbrances against authorized appropriations for purchase orders and contracts at the time of commitment in an amount not to exceed the then unencumbered balance of the appropriations for said purpose; and

WHEREAS, The City desires to lapse all unexpended appropriations, including encumbered appropriations at fiscal year; and re-approve the outstanding purchase order and other contract commitments in the immediately following fiscal year and charge such to the appropriations of the immediately following fiscal year; and

WHEREAS, The City desires to carry over the unexpended fund balances into the immediately following fiscal year as income and revenue available to be provided for such new year, including availability for supplemental appropriation;

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

SUPPLEMENTAL APPROPRIATION

Revenues:	
Reserved Carryover (39-45199)	$ 84,768
Expenditures:	
Aquatic – Pavilion/Menu Board (39-520-5971)	$ 11,900
Animal Control – ACO Truck (39-542-5971)	15,582
CD – Comprehensive Plan (39-531-5971)	19,050
Streets – City Signs (39-561-5971)	38,236
Total	$ 84,768

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Mayor and City Council this **19th** day of **September 2017.**

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Mayor

ATTEST:_____
City Clerk

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-9

2. **MEETING DATE:** September 26, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-019 for a Budget Supplemental in the Park & Recreation Donation Fund for the Fiscal Year 2017-2018.

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

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

6. **BACKGROUND:**
   The City desires to lapse all unexpended encumbered appropriations at fiscal 2017 year-end; and re-approve the outstanding commitments in the immediately following fiscal year 2018.

   A supplemental appropriation for approval in the amount of the new purchase order and re-approved contract commitments will be carried forward from the prior year and honored in the immediate fiscal year 2018.

   A supplemental appropriation to increase the Park & Recreation Donation Fund in the amount of $1,000 to be re-appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:**

8. **STAFF COMMENTS:**

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

10. **ORDINANCE /RESOLUTION NO. 18-019**

RESOLUTION NO. 18-019

A RESOLUTION TO MAKE CHANGES IN THE PARK & RECREATION DONATION FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $1,000.

WHEREAS, The City of Mustang has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) applicable to budgeting in 11 O.S. Sections 17-201 through 17-218; and

WHEREAS, 62 O.S. § 310.2 requires the encumbering officer of the City to record encumbrances against authorized appropriations for purchase orders and contracts at the time of commitment in an amount not to exceed the then unencumbered balance of the appropriations for said purpose; and

WHEREAS, The City desires to lapse all unexpended appropriations, including encumbered appropriations at fiscal year; and re-approve the outstanding purchase order and other contract commitments in the immediately following fiscal year and charge such to the appropriations of the immediately following fiscal year; and

WHEREAS, The City desires to carry over the unexpended fund balances into the immediately following fiscal year as income and revenue available to be provided for such new year, including availability for supplemental appropriation;

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

SUPPLEMENTAL APPROPRIATION

Revenues:	
Donations (11-45100)	$ 1,000
Expenditures:	
Increase to Fund Balance (11-500-5555)	$ 1,000

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Mayor and City Council this **26th** day of **September 2017.**

_____

Mayor

ATTEST:

_____

City Clerk

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-10

2. **MEETING DATE:** September 19, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-020 for a Budget Supplemental in the Penny Extension 10% P.S. Fund for the Fiscal Year 2017-2018.

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

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

6. **BACKGROUND:**
   The City desires to lapse all unexpended encumbered appropriations at fiscal 2017 year-end; and re-approve the outstanding commitments in the immediately following fiscal year 2018.

   A supplemental appropriation for approval in the amount of the new purchase order and re-approved contract commitments will be carried forward from the prior year and honored in the immediate fiscal year 2018.

   A supplemental appropriation to increase the Penny Extension 10% P.S. Fund in the amount of $21,000 to be re-appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:**

8. **STAFF COMMENTS:**

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

10. **ORDINANCE /RESOLUTION NO. 18-020**

RESOLUTION NO. 18-020

A RESOLUTION TO MAKE CHANGES IN THE PENNY EXTENSION 10% P.S. FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $21,000.

WHEREAS, The City of Mustang has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) applicable to budgeting in 11 O.S. Sections 17-201 through 17-218; and

WHEREAS, 62 O.S. § 310.2 requires the encumbering officer of the City to record encumbrances against authorized appropriations for purchase orders and contracts at the time of commitment in an amount not to exceed the then unencumbered balance of the appropriations for said purpose; and

WHEREAS, The City desires to lapse all unexpended appropriations, including encumbered appropriations at fiscal year; and re-approve the outstanding purchase order and other contract commitments in the immediately following fiscal year and charge such to the appropriations of the immediately following fiscal year; and

WHEREAS, The City desires to carry over the unexpended fund balances into the immediately following fiscal year as income and revenue available to be provided for such new year, including availability for supplemental appropriation;

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

SUPPLEMENTAL APPROPRIATION

Revenues:	
Restricted Carryover (15-45199)	$ 21,000
Expenditures:	
Increase to Fund Balance (15-500-5555)	$ 21,000

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Mayor and City Council this **19th** day of **September 2017**.

_____

Mayor

ATTEST:

_____

City Clerk

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-11

2. **MEETING DATE:** September 19, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-021 for a Budget Supplemental in the Street Improvement Fund for the Fiscal Year 2017-2018.

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

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

6. **BACKGROUND:**
   The City desires to lapse all unexpended encumbered appropriations at fiscal 2017 year-end; and re-approve the outstanding commitments in the immediately following fiscal year 2018.

   A supplemental appropriation for approval in the amount of the new purchase order and re-approved contract commitments will be carried forward from the prior year and honored in the immediate fiscal year 2018.

   A supplemental appropriation to increase the Street Improvement Fund in the amount of $267,000 to be re-appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:**

8. **STAFF COMMENTS:**

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

10. **ORDINANCE /RESOLUTION NO. 18-021**

RESOLUTION NO. 18-021

A RESOLUTION TO MAKE CHANGES IN THE STREET IMPROVEMENT FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $267,000.

WHEREAS, The City of Mustang has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) applicable to budgeting in 11 O.S. Sections 17-201 through 17-218; and

WHEREAS, 62 O.S. § 310.2 requires the encumbering officer of the City to record encumbrances against authorized appropriations for purchase orders and contracts at the time of commitment in an amount not to exceed the then unencumbered balance of the appropriations for said purpose; and

WHEREAS, The City desires to lapse all unexpended appropriations, including encumbered appropriations at fiscal year; and re-approve the outstanding purchase order and other contract commitments in the immediately following fiscal year and charge such to the appropriations of the immediately following fiscal year; and

WHEREAS, The City desires to carry over the unexpended fund balances into the immediately following fiscal year as income and revenue available to be provided for such new year, including availability for supplemental appropriation;

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

SUPPLEMENTAL APPROPRIATION

Revenues:	
Restricted Carryover (14-45199)	$ 87,000
Transfer from General Fund (14-46801)	180,000
	$267,000
Expenditures:	
Increase to Fund Balance (14-514-5555)	$267,000

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Mayor and City Council this **19th** day of **September 2017**.

_____

Mayor

ATTEST:

_____

City Clerk

City of Mustang
City Council
Agenda Item Commentary

1. ITEM NO. F-12

2. MEETING DATE: September 19, 2017

3. TITLE: Approval to Deny Tort Claim by Peachtree Living, LLC, date of incident December 24, 2016, in the amount of $5,403.57.

4. COUNCIL ACTION: Approve/Deny

5. INITIATOR: Lisa Martin, City Clerk

6. BACKGROUND:

Claimant, Peachtree Living, LLC, submitted this tort claim June 21, 2017, stating four Peachtree Condominiums suffered damage due to sewer backup. Claim was submitted to the Oklahoma Municipal Assurance Group (OMAG) who investigated the claim and recommended it be denied, stating they found no liability on the City's part regarding this incident. OMAG stated Oklahoma law has consistently held that a municipality is not an insurer of its sanitary sewer system and is not automatically liable for damages to property which result from a sewage backup stating a municipality may be liable only if it had prior notice of a defect or problem in the sewer line and failed to take appropriate remedial action within a reasonable time before the damage occurred. OMAG states the cause of this sewer backup was unknown and the City had no notice of this problem prior to the sewer backup at Peachtree Condominiums. The claimant will have 180 days after notification of denial to file any lawsuit.

7. FINANCIAL IMPACT:

8. STAFF COMMENTS: Recommend Approval

9. STAFF SOURCE: Timothy Rooney, City Manager

10. RESOLUTION / ORDINANCE NO.

OMAG

3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

August 29, 2017

City of Mustang
Attn: Lisa Martin
1501 N. Mustang Road
Mustang, OK 73064

RE:	Member	:	City of Mustang
	Claimant	:	Peachtree Living
	Date of Loss	:	12/24/2016
	Claim No.	:	203635-ME

Dear Ms. Martin:

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

Under the Governmental Tort Claims Act, 51 Okla. Sec. 157(A), this claim will be deemed denied ninety (90) days after it was received by the City of Mustang. 51 Okla. Stat. Sec. 157 (B) requires any lawsuit under the Act to be commenced within one hundred eighty (180) days after denial of the claim.

Thus to begin the 180-day statute of limitations prior to 9/21/17, you must deny this claim in writing before 9/21/17. For the 180-day period to start running, the claimant **must be notified at the address on the claim within five (5) days of the denial**. To document compliance with the Act, we recommend that you send notice of denial of this claim by certified mail.

Please advise us as soon as possible of any official action taken by you on denial of this claim.

Sincerely,

Mary Ellis

Mary Ellis, CPCU, AIC
Claims Supervisor

OMAG
3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

August 29, 2017

Mr. Lawson Crout
Peachtree Living
P.O. Box 250
Mustang, OK 73064

RE: Member : City of Mustang
Claimant : Peachtree Living
Date of Loss : 12/24/2016
Claim No. : 203635-ME

Dear Mr. Crout:

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

Oklahoma law has consistently held that a municipality is not an insurer of its sanitary sewer system. This means that a municipality is not automatically liable for damages to property which result from a sewage backup. A municipality may be liable only if it had prior notice of a defect or problem in the sewer line and failed to take appropriate remedial action within a reasonable time before the damage occurred.

Our investigation indicates that the cause of this sewer backup was unknown and the City had no notice of this problem prior to the sewer backup at Peachtree Condominiums.

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

Sincerely,

Mary Ellis, CPCU, AIC
Claims Supervisor

cc: City of Mustang ✓

NOTICE OF TORT CLAIM

OKLAHOMA MUNICIPAL ASSURANCE GROUP - MUNICIPAL LIABILITY PROTECTION PLAN

A. CLAIMANT REPORT

To the City of Mustang
Public entity you are filing this claim against.

PLEASE PRINT OR TYPE AND SIGN

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

CLAIMANT(S) Peachtree Living, LLC — CLAIMANT(S) SOCIAL SECURITY
ADDRESS P.O. Box 250, Mustang, OK 73064 — CLAIMANT(S) DATE OF BIRTH
PHONE: HOME ( )
Co
for any information requested)

1. DATE AND TIME OF INCIDENT 12/24/16 (8) a.m. (1) p.m.
2. LOCATION OF INCIDENT Peachtree Condominiums, 1005, 1009, 1003, 1013 Jefferson Terr., Mustang, 73064
3. DESCRIBE INCIDENT City Sewer Backup into Listed Units.

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

BODILY INJURY: WAS CLAIMANT INJURED? YES___ NO ✓ If yes, complete this section
Describe injury

WERE YOU ON THE JOB AT THE TIME OF INJURY? YES___ NO___ If so, please give name, address and phone number of company

NAME OF DOCTOR OR HOSPITAL

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

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

VEHICLE NAME BODY TYPE YEAR
NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required.
IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS Damage to carpet, baseboards, paint, plumbing due to sewer backup. See attached list.

PROPERTY DAMAGE (Attach repair bills or two estimates) $ 5,403.57
LIST OTHER DAMAGES CLAIMED $
TOTAL PROPERTY . . . . . $ 5,403.57

5. NAME OF YOUR INSURANCE CO.	POLICY NO.	AMOUNT CLAIMED	AMOUNT RECEIVED
ECI Insurance Agency, Inc.	MP00942012001464	0 Deductible $5000 so we did not claim	0

6. The names of any witnesses known to you.

Name	Address	Phone Number
Shana Nichols, Mgr.	816 W State Hwy 152, Mustang, OK 73064	405-740-2132
Mike Wright	301 E Moorehead, Washington, OK 73093	405-738-4949
Keith Glover (Glover Plumbing)	P.O. Box 605, Mustang OK 73064	405-376-2273

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.
TOTAL CLAIM . . . . . $ 5,403.57

Lawson Court
SIGNATURE(S)

6-21-2017
DATE

CONTINUE ON THE BACK

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

To inquire about this claim you may write to OMAG Claims Dept. or call 1-800-234-9461; or in Edmond call 657-1400

This Notice of Tort Claim was received by Lisa Martin

(Title) City Clerk, on June 23, 20 17

For further information on this claim contact Dennis Merrill

(Title) Proj. Mgr, Severn Trent, by telephone at (405) 376-7710

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

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

	Name	Title/Position	Telephone
1.			
2.			
3.			
4.			

Submitted by: Lisa Martin Date June 23, 20 17

Title: City Clerk

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

OMAG Claims Dept.
3650 S. Boulevard
Edmond, OK 73013-5581
Fax (405) 657-1401

Peachtree Expenses for City Sewer Back-up on 12/25/2016

6/22/2017

Name:	Description:	Unit:	Amount:
Michael Wright	Labor: Emergency Cleaning	1013	$ 300.00
Michael Wright	Labor: Caulking, Painting	1013	$**1,050.00
Glover Plumbing	After Hours Plumbing Repairs	1005, 1009, 1003, 1013	$ 400.00
J-Mar Flooring	Remove Carpet, Clean	1003	$ 325.00
H-I-S Paint	Paint & Repair Supplies	1003	$ 330.32
Shana Nichols	Labor: Emergency Cleaning	1013	$ 100.00
Carpet Masters	Replace Flooring	1003	$ 914.07
Lowe's	Odor Eliminator	1003	$ 10.32
Lowe's	Replace Floor Trim	1005 & 1003	$ 49.08
Lowe's	Shop Vacs & Fans: Cleaning	1003 & 1013	$ 533.58
Michael Wright	Install New Baseboards & Paint	1013	$ **100.00
Carpet Masters	Put New Carpet in	1013	$ **791.20
Tenant Credit	Rent Credit for Inconvenience	1005	$ 75.00
Tenant Credit	Rent Credit for Inconvenience	1009	$ 75.00
Tenant Credit	Rent Credit for Inconvenience	1013, 1003	$ 350.00
Loss of Rents	Rent Loss for Inconvenience	1003, 1005, 1009, 1013	$ *0.00
TOTAL PEACHTREE EXPENSES:			**$ 3,462.37**

**Note: Unknown

**Note: Tenant Relocation was required. Other make-ready upgrades and repairs had to be completed before we could finish floor covering.

CARPET MASTERS INC
Residential-Interior Design-Commercial

317 N PORTLAND AVE, SUITE A
OKLAHOMA CITY, OK 73107-6143
(405) 946-7373 - Fax: (405) 946-7379

Invoice

Invoice Date	Invoice #
4/26/2017	9085

Bill To

PEACH TREE LIVING LLC
P.O. BOX 250
MUSTANG, OK 73064

Ship To

PEACHTREE CONDOS
1013 PEACHTREE TERR.
MUSTANG, OK 73064

Order #	Terms	REP	Order Date	Customer PO#	Project
82582	Net 30	RH	4/24/2017		

Quantity	Item Code	Description	Price Each	Amount
280	VINYL	SQ FT VINYL: SUMPTER PLUS COLOR: SPICE BOX - 8 CTNS	1.49	417.20T
280	GLUE	SQ FT TAYLOR LVP GLUE	0.25	70.00T
24	MATERIALS	FT ROPPE #152 SNAP DOWN DIVIDER COLOR: #110 BROWN	1.00	24.00T
24	T-MOLDING	FT METAL T-MOLDING TRACKS	1.00	24.00T
54	CARPET	SQ YDS CARPET: POWER BUY 50 COLOR: CANOE	9.50	513.00T
54	PAD	SQ YDS 1/2 6 LB PAD	3.00	162.00T
280	PREP	SQ FT FLOOR PREP	0.25	70.00
280	LABOR	SQ FT LABOR TO INSTALL LVP	0.75	210.00
54	LABOR	SQ YDS LABOR TO INSTALL CARPET	3.00	162.00

Sales Tax (8.375%)	$101.35	**Subtotal**	$1,652.20	**Total**	$1,753.55

THANK YOU FOR YOUR ORDER!

City of Mustang
City Council
Agenda Item Commentary

1. ITEM NO. G-2-a

2. MEETING DATE: September 26, 2017

3. TITLE: Approval of Proclamation Declaring September 17th through September 23rd as "Constitution Week"

4. COUNCIL ACTION: Approve/Deny

5. INITIATOR: Timothy Rooney, City Manager

6. BACKGROUND:

   The Daughters of the American Revolution (DAR) asked for this item to be placed on the agenda to declare September 17th through September 23rd as "Constitution Week". This is something the Council has done for several years.

   The tradition of celebrating the Constitution started many years ago by the DAR. In 1955, the DAR petitioned Congress to set aside September 17-23 annually to be dedicated for the observance of Constitution Week. The resolution was later adopted by the U.S. Congress and signed into Public Law #915 on August 2, 1956, by President Eisenhower. The DAR is asking us to join in being America's cheerleader the week of September 17-23 to honor and officially recognize the patriotic celebrations which will commemorate the occasion.

   It is a week-long commemoration of America's most important document and today stands as a testament to the tenacity of Americans throughout history to maintain our liberties and freedom, and ensuring the unalienable rights.

7. FINANCIAL IMPACT: None

   STAFF COMMENTS:

8. STAFF SOURCE: Timothy Rooney, City Manager

PROCLAMATION

WHEREAS, September 17, 2017 marks the two hundred thirtieth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

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 **September 17 through 23** as

"CONSTITUTION WEEK"

AND ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Mustang to be affixed this **26th** day of **September** of the year of our Lord **two thousand seventeen.**

_____

Jay Adams, Mayor

Attest:

_____

Lisa Martin, City Clerk

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. ITEM NO. PA-1

2. MEETING DATE: September 26, 2017

3. TITLE: Final Plat Application FP-6-19-17-1-30, Crystal Springs Addition, 29Sara, LLC, 117 Lots, 32.88 acres, SW Corner N Clear Springs Rd & W SW 59th St.

4. COUNCIL ACTION: Discussion, Consideration and Possible Action to Approve or Deny Final Plat

5. INITIATOR: Community Development Department

6. Project Description: The applicant, 29Sara, LLC has submitted a **Final Plat** for Crystal Springs Addition. This area is zoned R-1 and contains 32.88 acres. 117 lots are proposed. There will be public water, sewer and streets provided for this subdivision. All streets will be built to R-1 Standards and the maintenance of all common areas will be the responsibility of the property owners association which will remain in perpetuity.

All lots meet the minimum size standards for R-1 districts, which is 7200 square feet. Each cul-de-sac meets fire department requirements, which is a 40' radius. All setbacks and easements meet city requirements for R-1 districts. There will be two points of ingress/egress. The main entrance will be a divided entrance.

The city engineer and city attorney have reviewed this plat and submitted comments. All comments have been addressed by the developer.

Character of Neighborhood: This is primarily a residential area with a mix of Agricultural, Rural Estates and Single Family districts.

Zoning and Uses of Property Nearby: Property to the north is zoned A-1, to the east is A-1 and R-E, to the west is A-1 and R-E and to the south is R-1.

Conformance with Long-Range Plan: The long-range plan calls for low density residential development in this area, therefore this development conforms to the comprehensive plan.

Utilities and Services: Public water and sewer is available to this property. There will be a lift station installed in the southeast corner of the subdivision.

Planning Commission Findings: The Planning Commission voted 6:0 to recommend approval of this Final Plat at their 9-12-17 meeting. Please see attached minutes. Please note: These minutes have not yet been approved by the Planning Commission.

7. FINANCIAL IMPACT: None

8. STAFF COMMENTS: Staff recommends approval. The plat design meets the requirements for R-1 development as regulated in our code. The developer has modified his plan in accordance with fire and engineering comments. The city engineer has approved all civil aspects of the plat.

9. STAFF SOURCE: Melissa Helsel, Community Development Director.

10. CITY ATTORNEY'S COMMENTS:

11. RESOLUTION/ORDINANCE NO. _____

2. **Final Plat Application FP-6-19-17-1-30, Crystal Springs Addition, Grubbs Consulting, LLC, 32.88 acres, 117 lots, SW Corner of N Clear Springs Road and W SW 59th Street.**

Community Development Director, **Melissa Helsel,** provided a brief overview of the plat application. The applicant, 29Sara, LLC has submitted a Final Plat for Crystal Springs Addition. This area is zoned R-1 and contains approximately 32.88 acres. 117 lots are proposed. There will be public water, sewer and streets provided for this subdivision, a lift station will be built by the developer. All streets will be built to R-1 Standards and the maintenance of all common areas will be the responsibility of the property owners association. All lots meet the minimum size standards for R-1 districts, which is 7, 200 square feet. Each cul-de-sac meets fire department requirements, which is a 40' radius. There will be two points of ingress/egress. The main entrance will be a divided entrance.

The final plat will cover the entire preliminary plat, so this subdivision will be built in one phase. The city engineer and city attorney have reviewed this plat and submitted comments. All comments have been addressed by the developer. The engineer has given final approval. The long-range plan calls for low density residential development in this area, therefore this development conforms to the comprehensive plan.

The applicant is requesting a variance. They would like 25-foot front building setbacks on non-cul-de-sac lots, code requires 30-foot front building setbacks. They are also requesting 20 feet on cul-de-sac lots, code requires 25-foot front building setbacks. The purpose is to increase buildable lot area and have larger backyards.

Staff recommends approval. The plat design meets the requirements for R-1 development as regulated in our code. The developer has modified his plan in accordance with fire and engineering comments. The city engineer has approved all civil aspects of the plat.

The commissioners discussed parking issues, encroachment on sidewalks and other concerns with the variances requested.

Mr. Miller asked if this variance is reflected on this plat and if the preliminary plat showed the same setbacks requested. **Ms. Helsel** responded no.

Mr. Miller stated that under Mustang Code, in order to request a variance, it must be made at the same time the preliminary plat is submitted and approved, then reaffirmed on the final plat. Because the variance was not included at the same time as the preliminary and final plat, it cannot be approved with the variance.

Mr. McDaniel stated that if they were to do this, they might as well change the code, because everyone will be requesting this variance from now on. It doesn't make sense to approve a variance like this unless there is a reason, beyond adding additional lots. He asked if the commission could vote on the final plat, since the variance was not submitted with the plat.

Mr. Miller responded the commissioners can vote to approve the final plat without the variances. The final plat could be approved with the setbacks changed to the ordinance requirements. The applicant can go before the Board of Adjustment for a variance on the setbacks.

Mr. McDaniel opened the public hearing.

Marc Grubb, 1819 S Morgan Road, the applicant came forward. He requests approval of the final plat with setbacks per R-1 code.

Mr. Hix asked if any changes had been made from the preliminary plat to the final plat. Mr. Grubb responded there had only been minimal changes.

Mr. Brown asked if the rear yard setback would change. Mr. Grubb responded no.

Hearing no further comments, **Mr. McDaniel** closed the public hearing.

Ms. Yakish made a motion to approve the final plat without the variances and the plat conforms to R-1 code. **Mr. Hix** seconded the motion.

A roll call vote was taken:

Jan Yakish	**Yes**
Dan Hix	**Yes**
Jesse Bratton	**Yes**
Billy McDaniel	**Yes**
Brad Homer	**Yes**
Jerry Brown	**Yes**

The motion was approved unanimously.

VI. NEW BUSINESS: No new business was declared.

VII. COMMISSIONER, STAFF COMMENTS:

VII. ADJOURNMENT:

Mr. Homer made a motion to adjourn. **Mr. Bratton** seconded the motion, which was approved unanimously. The meeting was adjourned at 8:33 p.m.

_____ _____

CHAIRMAN **DATE**

_____

Crystal Springs
Addition
N Eden Springs Rd
Hunter's Bridge Way
Quail Lake Way
Grand View Dr
Google earth

MUSTANG FIRE DEPARTMENT

CARL HICKMAN
Fire Chief

ROY WIDMANN
Deputy Fire Chief

MEMORANDUM

TO: Community Development Department

FROM: Mike Carroll, Fire Prevention Officer MC

DATE: July 10, 2017

RE: Crystal Springs Addition (Final Plat for Section 1)

The Fire Prevention Department has reviewed the plans for Crystal Springs Addition (Final Plat for Section 1) and requires the following:

1) If there is an electronically operated gate that would deny entry in an emergency situation, a Knox key switch shall be provided for emergency vehicle access (No substitutions). If multiple gates are used, the key switch shall operate the main entrance gate.
2) If there are additional access gates with no electronic gate(s), Knox padlocks shall be installed. Location and installation methods for the padlocks shall be approved by the local AHJ.
3) Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus. (IFC 503.2.5)
4) Fire Protection Water Supply shall be installed and operational prior to combustibles arriving on site. (IFC 508.1)
5) Required fire hydrants shall be painted prior to final inspection. The required paint color is:
   Behr Paint
   Home Depot code: 390814211649

COWAN GROUP
www.cowangroup.co ENGINEERING

August 21, 2017

Melissa Helsel
Community Development Director
City of Mustang
1501 N Mustang Road
Mustang, OK 73064

RE: Crystal Springs
Mustang, Oklahoma

Dear Ms. Helsel:

CGE has completed its review of the revised Construction Plans and Reports for the subject residential development project dated 07/26/17. The final subject plans and calculations will be submitted by Grubbs Consulting to your attention.

Please accept this letter as a formal approval of the Construction Plans for the Crystal Springs development per the City of Mustang's Regulations and Ordinances.

Thanks for your attention and should you have any questions please contact the undersigned.

Sincerely,

Cowan Group Engineering, LLC

Sean Fairbairn, P.E., CFM

SKF/skf

Attachments

Cc: Tim Rooney – City Manager – City of Mustang
Michael Taylor, P.E. – Cowan Group Engineering, LLC
Mark C. Grubbs, P.E. – Engineer of Record – Grubbs Consulting, LLC

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. ITEM NO. 14-2

2. MEETING DATE: September 26, 2017

3. TITLE: AN ORDINANCE OF THE CITY OF MUSTANG, OKLAHOMA, AMENDING CHAPTER 122, ARTICLE 1, BY AMENDING SECTION 122-5 TO ADOPT THE IMAGINE MUSTANG COMPREHENSIVE PLAN

4. COUNCIL ACTION: Discussion, Consideration and Possible Action to Approve Ordinance Formally Adopting Plan

5. INITIATOR: Community Development Department

6. Project Description: Previously, section 122-5 of the Mustang Municipal Code referred to adoption of the "Mustang Vision 20/20 Comprehensive Plan" dated December, 2003.

The code should be updated to formally adopt the new Imagine Mustang

The attached ordinance replaces section 122-5 of the municipal code replacing reference to the Vision 20/20 plan with the "Imagine Mustang Comprehensive Plan" that was recently adopted.

7. FINANCIAL IMPACT: None

8. STAFF COMMENTS: Staff recommends approval of the ordinance, since the Imagine Mustang Comprehensive Plan has been adopted.

9. STAFF SOURCE: Melissa Helsel, Community Development Director

10. CITY ATTORNEY'S COMMENTS:

11. RESOLUTION/ORDINANCE NO. 1152

ORDINANCE NO. 1152

AN ORDINANCE OF THE CITY OF MUSTANG, OKLAHOMA, AMENDING CHAPTER 122, ARTICLE I, BY AMENDING SECTION 122-5 TO ADOPT THE IMAGINE MUSTANG COMPREHENSIVE PLAN; PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY

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

SECTION 1. ENACTMENT

That Chapter 122, Article I, Section 122-5 of the Code of Ordinances of the City of Mustang, is hereby amended to read as follows:

Sec. 122-5. - Comprehensive plan adopted.

The document entitled "Imagine Mustang Comprehensive Plan" approved in September 2017 is hereby adopted in its entirety by reference for the City of Mustang. Three copies of the plan are to remain on file in the office of the city clerk subject to public use and inspection. The Imagine Mustang Comprehensive Plan will govern and be used as a guide for future buildings, structures, land use and development in the city with all of the force and effect which it would have if set out in full in this chapter.

SECTION 2. REPEALER

All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this Ordinance are hereby repealed.

SECTION 3. SEVERABILITY

That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Mustang City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 4. EMERGENCY

It being immediately necessary for the preservation of the public health, peace and safety of the City of Mustang and the inhabitants thereof, an emergency is hereby declared to exist by reason

whereof, this ordinance shall be in full force and effect from and after its passage and approval, as provided by law.

PASSED AND APPROVED and Emergency Clause voted upon separately and passed and approved this ____day of _____, 2017.

_____
Mayor Jay Adams

ATTEST:

_____
Lisa Martin, City Clerk

APPROVED as to form this ____day of _____, 2017.

_____
Jonathan E. Miller, City Attorney

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

SEPTEMBER 26, 2017
7:00 P.M.

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. NEW BUSINESS

D. CONSENT AGENDA

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

1. Approval of **09/05/2017** MIA Minutes
*2. Claims List for **FY 2017**
*3. Claims List for **FY 2018**
4. Approval of **Resolution No. 18-022** making changes in the 2014A Note Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $679,736.
5. Approval of **Resolution No. 18-023** making changes in the 2016 Note Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $98,293.
6. Approval of **Resolution No. 18-024** making changes in the Mustang Improvement Authority Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $98,293.

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
SEPTEMBER 5, 2017

The Mustang Improvement Authority met in regular session on Tuesday, September 5, 2017, at 7:00 p.m. in the Mustang Municipal Building Council Chambers. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Friday, September 1, 2017, at 4:00 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 **7:49 p.m.**

B. ROLL CALL

Trustees Present: **Adams**
Riley
Leete
Grider
Hagan
Schweinberg

Trustees Absent: **Jones**

C. NEW BUSINESS

None.

D. CONSENT AGENDA

1. Approval of **08/01/2017** MIA Minutes
*2. Claims List for **FY 2017**
*3. Claims List for **FY 2018**
*4. Approval to Turn **Past Due Utility Accounts** over to the Collection Agency.

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

AYE: **Riley, Leete, Grider, 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 Approval of Contract for Public Safety Software Solution with Zuercher Technologies and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

MOTION was made by **Trustee Schweinberg,** seconded by **Trustee Hagan**, to Approve the Contract for Public Safety Software Solution with Zuercher Technologies and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

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

*2. **Discussion, Consideration and Possible Action** regarding Approval of Contract to Purchase Dispatch Consoles for Project labeled Public Safety Software Solution and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

MOTION was made by **Trustee Schweinberg,** seconded by **Councilman Leete**, to Approve the Contract to Purchase Dispatch Consoles for Project labeled Public Safety Software Solution and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

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

*3. **Discussion, Consideration and Possible Action** regarding Approval of Contract and Bonds for Project labeled Mustang Road Waterline Relocation and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

MOTION was made by **Trustee Grider,** seconded by **Trustee Leete**, to Approve the Contract and Bonds for Project labeled Mustang Road Waterline Relocation and authorizing the Mayor and City Staff to execute the contracts and other documents necessary to accomplish the same.

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

4. **Discussion, Consideration and Possible Action** regarding Approval of **Resolution Number 18-014**, a Resolution of the Trustees of the Mustang Improvement Authority (The "Authority") Setting Dates for Regular Meetings of the Board of Trustees Pursuant to Article VI(E) of that Certain Trust Indenture Dated the 4th Day of June, 1963, as Amended.

MOTION was made by **Trustee Schweinberg**, seconded by **Trustee Hagan**, to Approve **Resolution Number 18-014**, a Resolution of the Trustees of the Mustang Improvement Authority (The "Authority") Setting Dates for Regular Meetings of the Board of Trustees Pursuant to Article VI(E) of that Certain Trust Indenture Dated the 4th Day of June, 1963, as Amended.

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

G. ADJOURNMENT

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

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

Meeting was adjourned at **7:51 p.m.**

_____
Jay Adams, Chairman

Attest:

_____
Lisa Martin, Secretary

FUND: 68 - IMPROVEMENT AUTHORITY SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 68		GENERAL GOVERNMENT				
17-0393	01-P0045	PETTY CASH	PETTY CASH EXPENDITURES	6/2017	201709186086	4.06
					DEPARTMENT TOTAL:	4.06
					FUND TOTAL:	4.06
					GRAND TOTAL:	933.61

FUND: 68 - IMPROVEMENT AUTHORITY SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 68		GENERAL GOVERNMENT				
18-0048	01-C0281	MIA- 4TH PENNY EXCESS	PENNY EXTENSION - 90% EXC	9/2017	201709186096	20,770.01
18-0046	01-G0030	GENERAL FUND	TRANS. OPERATING FUNDS	9/2017	201709216143	245,000.00
18-0039	01-L0045	LIMITED PURPOSE FUND	3RD PENNY EXCESS	9/2017	201709186093	85,124.86
18-0042	01-M0210	MUSTANG IMPROVEMENT AUTHORI	TRANSFER CIP FEE	9/2017	201709186089	21,570.34
18-0047	01-P0132	PERSONAL SERVICES FUND	PENNY EXTENSION	9/2017	201709186095	21,904.88
18-0044	01-S0205	STREET IMPROVEMENT FUND	12.5% FRANCHISE FEE	9/2017	201709186091	15,000.00
18-0693	01-Z0014	ZUERCHER TECHNOLOGIES, LLC	UPGRADE DISPATCH SYSTEM	9/2017	PA0000489	148,836.00
					DEPARTMENT TOTAL:	558,206.09
DEPARTMENT: 72		WATER				
18-0072	01-C0135	THE CITY OF OKLAHOMA CITY	WATER PURCHASE	9/2017	201709216144	56,744.15
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATI	ELECTRIC SERVICE	9/2017	201709186114	17,217.20
18-0139	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	9/2017	201709186111	1,397.09
18-0153	01-S0057	SEVERN TRENT SERVICES INC	PUBLIC WORKS CONTRACTOR	9/2017	23066	84,946.66
					DEPARTMENT TOTAL:	160,305.10
DEPARTMENT: 75		SEWER				
18-0081	01-C0117	CLEARWATER ENTERPRISE, LLC	GAS SERVICES	9/2017	201709186103	55.72
18-0131	01-O0010	ONE GAS, INC.	GAS SERVICES	9/2017	201709196124	180.68
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATI	ELECTRIC SERVICE	9/2017	201709186114	1,638.00
18-0139	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	9/2017	201709186111	2,104.79
18-0153	01-S0057	SEVERN TRENT SERVICES INC	PUBLIC WORKS CONTRACTOR	9/2017	23066	47,782.50
					DEPARTMENT TOTAL:	51,761.69
					FUND TOTAL:	770,272.88

MUSTANG IMPROVEMENT AUTHORITY

AGENDA ITEM COMMENTARY

1. **ITEM NO.** D-4

2. **MEETING DATE:** September 26, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-022 for a Budget Supplemental in the 2014A Note Fund for the Fiscal Year 2017-2018.

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

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

6. **BACKGROUND:**
   The City desires to lapse all unexpended encumbered appropriations at fiscal 2017 year-end; and re-approve the outstanding commitments in the immediately following fiscal year 2018.

   A supplemental appropriation for approval in the amount of the new purchase orders and re-approved contract commitments will be carried forward from the prior year and honored in the immediate fiscal year 2018.

   A supplemental appropriation to increase the 2014A Fund in the amount of $679,736 to be re-appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:**

8. **STAFF COMMENTS:**

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

10. **ORDINANCE /RESOLUTION NO. 18-022**

RESOLUTION NO. 18-022

A RESOLUTION TO MAKE CHANGES IN THE 2014A NOTE FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $679,736.

WHEREAS, The City of Mustang has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) applicable to budgeting in 11 O.S. Sections 17-201 through 17-218; and

WHEREAS, 62 O.S. § 310.2 requires the encumbering officer of the City to record encumbrances against authorized appropriations for purchase orders and contracts at the time of commitment in an amount not to exceed the then unencumbered balance of the appropriations for said purpose; and

WHEREAS, The City desires to lapse all unexpended appropriations, including encumbered appropriations at fiscal year; and re-approve the outstanding purchase order and other contract commitments in the immediately following fiscal year and charge such to the appropriations of the immediately following fiscal year; and

WHEREAS, The City desires to carry over the unexpended fund balances into the immediately following fiscal year as income and revenue available to be provided for such new year, including availability for supplemental appropriation;

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

SUPPLEMENTAL APPROPRIATION

Revenues:	
Restricted Carryover (66-45199)	$679,736
Expenditures:	
Restricted Fund Balance (66-500-5555)	$ 24,854
Unamortized Gain/Loss (66-500-5899)	654,882
	$679,736

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Chairman and Trustees this **26th** day of **September 2017**.

_____

Chairman

ATTEST:

_____

City Clerk

MUSTANG IMPROVEMENT AUTHORITY

AGENDA ITEM COMMENTARY

1. **ITEM NO.** D-5

2. **MEETING DATE:** September 19, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-023 for a Budget Supplemental in the 2016 Note Fund for the Fiscal Year 2017-2018.

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

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

6. **BACKGROUND:**
   The City desires to lapse all unexpended encumbered appropriations at fiscal 2017 year-end; and re-approve the outstanding commitments in the immediately following fiscal year 2018.

   A supplemental appropriation for approval in the amount of the new purchase orders and re-approved contract commitments will be carried forward from the prior year and honored in the immediate fiscal year 2018.

   A supplemental appropriation to increase the 2016 Note Fund in the amount of $98,293 to be re-appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:**

8. **STAFF COMMENTS:**

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

10. **ORDINANCE /RESOLUTION NO. 18-023**

RESOLUTION NO. 18-023

A RESOLUTION TO MAKE CHANGES IN THE 2016 NOTE FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $98,293.

WHEREAS, The City of Mustang has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) applicable to budgeting in 11 O.S. Sections 17-201 through 17-218; and

WHEREAS, 62 O.S. § 310.2 requires the encumbering officer of the City to record encumbrances against authorized appropriations for purchase orders and contracts at the time of commitment in an amount not to exceed the then unencumbered balance of the appropriations for said purpose; and

WHEREAS, The City desires to lapse all unexpended appropriations, including encumbered appropriations at fiscal year; and re-approve the outstanding purchase order and other contract commitments in the immediately following fiscal year and charge such to the appropriations of the immediately following fiscal year; and

WHEREAS, The City desires to carry over the unexpended fund balances into the immediately following fiscal year as income and revenue available to be provided for such new year, including availability for supplemental appropriation;

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

SUPPLEMENTAL APPROPRIATION

Revenues:	
Restricted Carryover (65-46868)	$98,293
Expenditures:	
Restricted Fund Balance (65-500-5555)	$98,293

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Chairman and Trustees this **19th** day of **September 2017.**

_____
Chairman

ATTEST:

_____
City Clerk

MUSTANG IMPROVEMENT AUTHORITY

AGENDA ITEM COMMENTARY

1. **ITEM NO.** D-6

2. **MEETING DATE:** September 19, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-024 for a Budget Supplemental in the Mustang Improvement Authority Fund for the Fiscal Year 2017-2018.

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

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

6. **BACKGROUND:**
   The City desires to lapse all unexpended encumbered appropriations at fiscal 2017 year-end; and re-approve the outstanding commitments in the immediately following fiscal year 2018.

   A supplemental appropriation for approval in the amount of the new purchase orders and re-approved contract commitments will be carried forward from the prior year and honored in the immediate fiscal year 2018.

   A supplemental appropriation to increase the Mustang Improvement Authority Fund in the amount of $98,293 to be re-appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:**

8. **STAFF COMMENTS:**

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

10. **ORDINANCE /RESOLUTION NO. 18-024**

RESOLUTION NO. 18-024

A RESOLUTION TO MAKE CHANGES IN THE MUSTANG IMPROVEMENT AUTHORITY FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $98,293.

WHEREAS, The City of Mustang has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) applicable to budgeting in 11 O.S. Sections 17-201 through 17-218; and

WHEREAS, 62 O.S. § 310.2 requires the encumbering officer of the City to record encumbrances against authorized appropriations for purchase orders and contracts at the time of commitment in an amount not to exceed the then unencumbered balance of the appropriations for said purpose; and

WHEREAS, The City desires to lapse all unexpended appropriations, including encumbered appropriations at fiscal year; and re-approve the outstanding purchase order and other contract commitments in the immediately following fiscal year and charge such to the appropriations of the immediately following fiscal year; and

WHEREAS, The City desires to carry over the unexpended fund balances into the immediately following fiscal year as income and revenue available to be provided for such new year, including availability for supplemental appropriation;

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

SUPPLEMENTAL APPROPRIATION

Revenues:	
Restricted Carryover (68-45199)	$98,293
Expenditures:	
Transfer to 2016 Note (68-568-5865)	$98,293

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Chairman and Trustees this **19th** day of **September 2017**.

_____
Chairman

ATTEST:

_____
City Clerk