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

JUNE 6, 2017
7:00 P.M.

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE/INVOCATION

Randy Sholund, Pastor, Life Tabernacle Pentecostal Church

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 **05/16/2017** City Council Minutes.
*2. Claims List for **FY 2017**.
*3. Approval to Turn **Past Due Utility Accounts** over to the Collection Agency.
4. Approval to Turn **Past Due Library Accounts** over to the Collection Agency.
5. Approval to Renew **Agreement** with the Canadian County Sheriff's Office to Hold Excess Prisoners.
6. Acceptance of **Playground Sign** donated by Metro Signs for Accessible Playground Area.
7. Acceptance of **Document Camera and Headphones Junction Box** purchased by the Friends of the Mustang Public Library for the Mustang Library.
8. Approval to **Declare Decommissioned Badges as Surplus and Authorize Disposal** of those Items.
*9. Approval to **Declare Certain Items as Surplus and Authorize Disposal** of those Items.

G. INFORMATION/REPORTS

1. City Manager

2. City Council

   a. Recognition of Mustang Resident Travis Mackenzie

   b. Approval and Presentation of **Proclamation** Declaring June 23, 2017, as "Mustang Broncos Baseball Day" in the City of Mustang.

   c. City Council Reports

H. DISCUSSION ITEMS

*1. **Public Hearing** on **Fiscal Year 2017-2018** Annual Budget for the City of Mustang, the Mustang Improvement Authority and Related Funds in Accordance with State Statutes.

*2. **Discussion, Consideration and Possible Action** regarding Approval of **Resolution No. 17-038**, Approving the **Fiscal Year 2017-2018** Budget for the City of Mustang, Mustang Improvement Authority and Related Funds.

*3. **Discussion, Consideration and Possible Action** regarding Awarding Services for Operation, Maintenance, and Management of the Water and Wastewater Treatment Facilities for the City of Mustang.

J. CITY ATTORNEY'S REPORT

1. **Discussion, Consideration and Possible Action** regarding potential purchase and acceptance of permanent and temporary easements and authorization for Mayor and City Staff to execute necessary documents to accomplish the same; and, **proposed Executive Session as authorized by 25 Okla. Stat. §307(3).**

K. ADJOURNMENT

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

MUSTANG CITY COUNCIL
MAY 16, 2017

The Mustang City Council met in regular session on Tuesday, May 16, 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, May 12, 2017, at 12:20 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 (Dave Bryan, Pastor, Chisholm Heights Baptist Church)

Pastor Bryan led the assembly in the Pledge and Invocation. He stated he had spent a week in Mexico teaching a class stating it went great, but happy to be back in America. He stated Mustang is a great place to come home to and thanked the Council for their contribution in making it such a welcoming and wonderful place to be.

C. ROLL CALL

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

Councilmembers Absent: **None**

D. CONSENT AGENDA

1. Approval of **05/02/17** City Council Minutes
2. Approval of **05/08/2017** City Council Special Meeting (Budget and Work Session) Minutes.
3. Approval of **05/11/2017** City Council Special Meeting (Budget Session) Minutes.

MOTION was made by **Councilman Schweinberg,** seconded by **Councilwoman Hagan,** to approve Item D-1 thru D-3 of the Consent Agenda.

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

E. OATH OF OFFICE

1. Oath of Office for Ward V Councilmember Linda Hagan and Ward VI Councilmember Jess Schweinberg.

   City Manager Rooney swore in Councilmembers:

   - Linda Hagan, Ward V; and
   - Jess Schweinberg, Ward VI

   At this time, the newly elected Councilmembers took their seats.

2. Election of **Vice-Mayor**

Councilman Jones nominated **Councilman Schweinberg** for **Vice-Mayor**.

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

Mayor Adams stated **Councilman Schweinberg** is the Vice-Mayor.

F. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

None.

G. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

None.

H. CONSENT AGENDA

*1. Claims List for **FY 2017**
2. Approval to **Nominate** Mr. Earl Burson, Ms. Janice Cain, and Ms. Pam Polk to the Oklahoma Municipal Assurance Group (OMAG) Board of Trustees.
3. Approval to Renew **Radio System License Agreement** with the City of Oklahoma City.

MOTION was made by **Councilman Schweinberg**, seconded by **Councilman Leete**, to approve Items H-1 thru H-3 of the Consent Agenda.

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

K. INFORMATION/REPORTS

1. City Manager

City Manager Rooney stated he did not have anything to report in addition to the City Manager's report stating the report was available online on the City of Mustang website.

2. City Council

a. **Appointment** of One (1) Member and One (1) Alternate to the ACOG Board of Directors and its Committees, the OEMA Board of Directors, and the Traffic Commission.

City Manager Rooney stated this item was discussed in Work Session as to who was interested in serving on the committees with everyone who was currently serving stating they would continue to serve with one exception where *Councilman Leete* would serve on the Traffic Commission instead of *Councilman Riley*.

MOTION was made by **Mayor Adams,** seconded by **Councilman Schweinberg,** to Appoint: (1) Mayor Adams as primary, Councilman Grider as alternate, to the ACOG Board of Directors and its Committees; (2) Councilwoman Hagan as primary, Councilman Jones as alternate, to the OEMA Board of Directors; and (3) Josh Leete to the Traffic Commission.

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 congratulated *Councilwoman Hagan* and *Councilman Schweinberg* on their re-election and thanked them for their service.

Councilman Leete also congratulated *Councilwoman Hagan* and *Councilman Schweinberg*. He stated he had made requests of the City Manager and Staff stating the willingness of everyone to resolve the requests efficiently and expeditiously was fantastic and is thankful to have this group of people and appreciates them very much.

Councilman Grider stated he had received positive feedback regarding Work Session items such as speed tables. He also stated he received a call regarding street lights being out in Hunters Hills.

Councilman Jones congratulated *Councilwoman Hagan* and *Councilman Schweinberg* on their re-election and stated it was nice to have the Griders in attendance. He also stated the all-inclusive playground was a wonderful addition to the park.

Councilwoman Hagan congratulated *Councilman Schweinberg* on his re-election.

Councilman Schweinberg thanked the Council for their confidence in him in voting him to another term of Vice Mayor and also congratulated *Councilwoman Hagan* for her re-election. He stated the dedication and ribbon cutting ceremony for the new playground would be held June 3rd.

Assistant City Manager Battles stated the Council would receive official invitations stating a representative from the National Parks and Recreation Department would be in attendance stating this is only the second park in Oklahoma to have a national representative attend.

Mayor Adams stated he had also heard good feedback regarding the speed tables stating he had proposed them in 2010, but the Council and City Manager at that time was not interested in pursuing them. He stated he knows they will make a difference stating they had been successful elsewhere. He also thanked the Council for allowing him to continue on the ACOG Board stating he was serving as the Chairman on one of the committees and appreciated Council's confidence.

K. DISCUSSION ITEMS

None.

L. CITY ATTORNEY'S REPORT

1. **Discussion, Consideration and Possible Action** regarding potential purchase and acceptance of permanent and temporary easements and authorization for Mayor and City Staff to execute necessary documents to accomplish the same; **and, proposed Executive Session as authorized by 25 Okla. Stat. §307(3)**.

2. **Discussion, Consideration and Possible Action** to approve a Purchase and Donation Agreement between the City of Mustang, Oklahoma, as Buyer, and Todd L. Martin and Shari Breit Martin, husband and wife, 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).**

3. **Discussion, Consideration and Possible Action** regarding potential litigation; **and, proposed Executive Session as authorized by 25 Okla. Stat. §307(4).**

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

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

TIME ADJOURNED to Executive Session: **7:18 p.m.**

Mayor Adams called the meeting back in session at **7:53 p.m.**

In reference to Item L-1 –

MOTION was made by **Councilman Riley,** seconded by **Councilman Leete** to Approve the Acceptance of Permanent and Temporary Easements from Mustang Public Schools, Jerry and Jeanette Carter, Baldomero Lopez Jr., Mustang Church of Christ, Otis Lee Johnson, Shawn Dale Ames, Marjorie G. Queen, Arthur and Mary Marsh, and Authorization for the Mayor and Staff to execute necessary documents to complete Acceptance of the Easements.

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

In reference to Item L-2 –

MOTION was made by **Mayor Adams,** seconded by **Councilman Schweinberg** to approve a Purchase and Donation Agreement between the City of Mustang, Oklahoma, as Buyer, and Todd L. Martin and Shari Breit Martin, husband and wife, as Sellers, to purchase certain property described therein and to accept a cash donation from Sellers to the City of Mustang and Authorization for the Mayor and Staff to execute all necessary documents to accomplish the same.

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

In reference to Item L-3 –

MOTION was made by **Councilman Schweinberg,** seconded by **Councilman Leete** to proceed as discussed.

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

M. ADJOURNMENT

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

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

The meeting was adjourned at **7:55 p.m.**

_____
Jay Adams, Mayor

Attest:

_____
Lisa Martin, City Clerk

FUND: 01 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		MAYOR AND COUNCIL				
17-0002	01-H0045	RALPH STEVEN HUDDLESTON	COURT APPEARANCES	6/2017	201705315263	1,600.00
					DEPARTMENT TOTAL:	1,600.00
DEPARTMENT: 11		CITY MANAGER				
17-1900	01-A0164	LAURA ANDERSON	SUPPLIES	5/2017	201705315268	233.85
17-0068	01-M0001	STAR COMMUNICATION CORPORAT	LEGAL PUBLICATIONS	5/2017	4371	295.43
17-0197	01-M0001	STAR COMMUNICATION CORPORAT	ADS FOR JOB OPENINGS	5/2017	201705315259	90.00
17-0065	01-M0160	MUNICIPAL CODE CORPORATION	SUPPLEMENTS	5/2017	169271	316.25
17-1296	01-M0180	MUSTANG CHAMBER OF COMMER	MONTHLY CHAMBER LUNCHEONS	5/2017	12863	105.00
17-0198	01-M0234	MUSTANG TIMES	ADS FOR JOB OPENINGS/PUBL	5/2017	MT102385	137.35
17-1814	01-M0268	MUSTANG APPRAISAL INC.	APPRAISAL ON PROPERTY	6/2017	201705315275	400.00
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	6/2017	201705315267	70.00
17-0200	01-W0009	WORKERS ASSISTANCE PROGRAM,	EMPLOYEE ASSISTANCE PROG	5/2017	62385	425.42
					DEPARTMENT TOTAL:	2,073.30
DEPARTMENT: 12		LIBRARY				
17-0675	01-B1023	BTAC ACQUISITION CORP.	BOOKS FOR COLLECTION	5/2017	5014538910	102.60
17-1298	01-B1023	BTAC ACQUISITION CORP.	BOOKS FOR COLLECTION	5/2017	5014538909	66.56
17-1321	01-M0263	MIDWEST TAPE, LLC	NON PRINT MATERIALS	5/2017	95057300	187.14
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	6/2017	201705315267	8.00
17-1754	01-W0033	WARRANTEE CARPET CLEANING C	CARPET CLEANING	6/2017	201706015312	2,903.00
					DEPARTMENT TOTAL:	3,267.30
DEPARTMENT: 13		PARKS AND RECREATION				
17-0021	01-A0114	PHIL & HELEN SCHUMINSKY MUS	STORAGE SERVICES	6/2017	201705315277	92.00
17-1726	01-C0233	C&A ENTERPRISES BY AMY, LLC	SHIRTS FOR SUMMER CAMP	5/2017	1523	869.50
17-1790	01-C0257	AMANDA CHALELAIN	REFUND FOR AQUATIC PASS	5/2017	201705315280	55.00
17-0412	01-C1562	RUTH ELAINE COUTS	BELL CHOIR LESSONS	6/2017	201706015303	45.00
17-1906	01-C1562	RUTH ELAINE COUTS	CHOIR SERVICES	5/2017	201705315257	15.00
17-1804	01-F0113	JESSICA FLORES	RENTAL REFUND	5/2017	1879	575.00
17-1845	01-K019	MAINTENANCE SUPPLY CO., INC	CARPET EXTRACTOR	5/2017	2364454A	231.27
17-0233	01-M0286	JIMANI VENTURES INC.	OIL CHANGES	5/2017	255990	44.98
17-1905	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	5/2017	201705315286	54.73
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	6/2017	201705315267	150.00
17-1539	01-S0328	SPRINT SPECTRUM, LP	CELL PHONES FOR ASP	5/2017	597274785-109A	12.31
17-1677	01-S0328	SPRINT SPECTRUM, LP	CELL PHONES	5/2017	597274785-109	143.83
					DEPARTMENT TOTAL:	2,288.62

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 15		GENERAL GOVERNMENT				
17-0021	01-A0114	PHIL & HELEN SCHUMINSKY MUSS	TORAGE SERVICES	6/2017	201705315277	138.00
17-1741	01-C0006	COMPUTER SUPPLIES & SERVICE	WINDOW ENVELOPES	5/2017	24546	466.13
17-0041	01-C0278	COX COMMUNICATIONS, INC.	TELEPHONE/INTERNET	5/2017	201705315279	6,552.26
17-0044	01-D0088	STATE OF OKLAHOMA	INMATE LABOR	5/2017	5096	210.70
17-1808	01-D0088	STATE OF OKLAHOMA	INMATE LABOR	5/2017	5037	336.32
17-1844	01-F0137	FIRST AMERICAN TITLE INS. C	CLOSING COSTS - EOC LAND	6/2017	201705315274	5,000.00
17-0022	01-I0015	TYLER TECHNOLOGIES, INC	UB/COURT COMPONENTS/HOST	5/2017	025-191323	250.00
17-0003	01-K0053	KG HOLDINGS, LP/WEP LAND HO	STAGE INCENTIVE PAY	6/2017	201705315264	4,833.33
17-0061	01-K0127	KG SC HOLDINGS, LLC	CASH SAVER INCENTIVE PAY	6/2017	201705315265	5,000.00
17-1842	01-M0271	TODD L. & SHARI BREIT MARTI	PURCHASE EOC LAND	6/2017	201705315272	327,000.00
17-0081	01-P1051	PITNEY BOWES BANK, INC	BULK POSTAGE	5/2017	201705315296	4,328.67
17-0088	01-S0173	STANDLEY SYSTEMS, LLC	COPIER LEASE/USAGE	6/2017	721360	3,064.02
					DEPARTMENT TOTAL:	357,179.43
DEPARTMENT: 18		TOWN CENTER				
17-1469	01-L0052	LOCKE SUPPLY CO	LIGHTS	5/2017	31442191-00	75.11
17-1803	01-M0194	ALBERT D. SEGROVES	REPAIR & REPLACE FENCE	5/2017	768705	780.00
17-1657	01-M0205	SAMUEL HAYES	REPAIRS TO GREAT ROOM DOO	5/2017	888214	45.00
17-0701	01-P0055	PLUMBCO, INC	REPAIRS TO RESTROOM	5/2017	201705315294	461.00
17-1786	01-P0055	PLUMBCO, INC	REPAIRS TO RESTROOM	5/2017	201705315288	480.00
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	6/2017	201705315267	28.00
17-1616	01-S1002	STERLING J. BEECROFT, LLC	REPAIR OUTLET	5/2017	3363A	121.00
17-0215	01-S1165	INTERLINE BRANDS, INC	JANITORIAL SUPPLIES	5/2017	401659818	829.29
17-1126	01-S1165	INTERLINE BRANDS, INC	CLEANING SUPPLIES	5/2017	401659800	847.35
17-1825	01-W0139	WEATHERMAN MECHANICAL, INC	HVAC MISC. REPAIRS	5/2017	2194015932	751.99
					DEPARTMENT TOTAL:	4,418.74
DEPARTMENT: 19		BALL COMPLEX				
17-1350	01-B0154	ICE MAKER SALES & SERVICE,	START UP FOR ICE MACHINES	5/2017	1051419	162.30
17-1702	01-B1019	BEN E. KEITH COMPANY	FOOD FOR CONCESSION	5/2017	63511297	808.80
17-1733	01-B1019	BEN E. KEITH COMPANY	FOOD FOR CONCESSION	5/2017	63523245	4,011.11
17-1902	01-B1019	BEN E. KEITH COMPANY	FOOD FOR CONCESSION	6/2017	63528457	998.51
17-1165	01-B1026	B&C APPAREL	SHIRTS FOR SOFTBALL	5/2017	33076	146.00
17-1645	01-F0078	DAIOHS USA, INC	DRINKS FOR CONCESSION	5/2017	174307	227.75
17-1351	01-I1119	STEPHEN WHOLESALE CO, INC.	FOOD FOR CONCESSIONS	5/2017	6703488a	71.87
17-1550	01-I1119	STEPHEN WHOLESALE CO, INC.	FOOD FOR CONCESSION	5/2017	6708113	1,237.14
17-1801	01-I1119	STEPHEN WHOLESALE CO, INC.	FOOD FOR CONCESSION	5/2017	6711970	1,028.36
17-1364	01-L0052	LOCKE SUPPLY CO	ZIP TIES	5/2017	31442191-00A	78.89
17-1905	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	5/2017	201705315286	116.65
17-1735	01-P0144	BOTTLING GROUP, LLC	DRINKS FOR CONCESSION	5/2017	97774456	4,000.00
17-1802	01-P0144	BOTTLING GROUP, LLC	DRINKS FOR CONCESSION	5/2017	97774456A	804.14
17-1692	01-P0163	PIONEER MANUFACTURING COMPA	PAINT & STRIPPERS FOR COM	5/2017	636096	990.90
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	6/2017	201705315267	62.00
17-1676	01-S1002	STERLING J. BEECROFT, LLC	REPAIR SOCKETS, ELECTRIC	5/2017	3359	541.00
17-1403	01-S1165	INTERLINE BRANDS, INC	JANITORIAL SUPPLIES	5/2017	401044771	2,221.15
17-1763	01-S8858	SHATWELL'S TURF MANAGEMENT	FERTILIZER & SPRAYING	5/2017	201705315297	1,925.00

FUND: 01 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 19		BALL COMPLEX				
17-1904	01-S8858	SHATWELL'S TURF MANAGEMENT	SPRAYING & FERTILIZATION	6/2017	201706015301	1,925.00
17-1901	01-T0053	TIMOTHY N. TRAYLOR	SCHEDULING OF REF'S	5/2017	201705315258	90.00
17-0224	01-U0009	US FOODS, INC	FOOD FOR CONCESSION	5/2017	2189936	162.72
					DEPARTMENT TOTAL:	21,609.29
DEPARTMENT: 20		AQUATICS				
17-1821	01-A0110	ALL SEASON BUILDING SUPPLY,	MISC. SUPPLIES	5/2017	106711	20.89
17-1719	01-C0044	CARDINAL POOLS OF OKLAHOMA,	CHEMICALS FOR AQUATICS	5/2017	228412	772.80
17-1693	01-C0233	C&A ENTERPRISES BY AMY, LLC	STAFF SHIRTS	5/2017	1525	924.05
17-1818	01-M0270	KAHLE MAYFIELD	PAINT FOR FENCE	5/2017	6002-4	700.00
17-1718	01-P0055	PLUMBCO, INC	OPENING OF POOL	5/2017	201705315289	600.00
17-1784	01-P0055	PLUMBCO, INC	PARTS FOR SHOWERS IN REST	5/2017	201705315290	180.00
17-1823	01-P0055	PLUMBCO, INC	REPAIR OF SHOWERS	5/2017	201705315291	190.00
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	6/2017	201705315267	19.00
17-1676	01-S1002	STERLING J. BEECROFT, LLC	REPAIR SOCKETS, ELECTRIC	5/2017	3363	126.00
17-1720	01-S9983	SUNBELT POOLS, INC	CHEMICALS FOR AQUATICS	5/2017	28406-3	3,127.28
17-1824	01-Y0040	YUKON TROPHY & AWARDS INC	REPLACEMENT SIGNAGE	5/2017	517484	72.50
					DEPARTMENT TOTAL:	6,732.52
DEPARTMENT: 21		FINANCE				
17-1734	01-C0006	COMPUTER SUPPLIES & SERVICE	RETURN ENVELOPES	5/2017	24547	1,072.88
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	6/2017	201705315267	50.00
					DEPARTMENT TOTAL:	1,122.88
DEPARTMENT: 31		COMMUNITY DEVELOPMENT				
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	6/2017	201705315267	87.00
17-1613	01-X0004	JOHN RYCZKOWSKI	BULK ABATEMENT FEES	5/2017	201705315299	125.00
					DEPARTMENT TOTAL:	212.00
DEPARTMENT: 41		POLICE				
17-1516	01-C0232	COPS PRODUCTS	VEST CARRIER	5/2017	20172529	585.00
17-0335	01-C1118	GLOBAL BUSINESS, INC.	UNIFORM & JAIL CLEANING	5/2017	201705315281	238.00
17-1807	01-M0115	MTM RECOGNITION CORPORATION	BADGE ORDER	5/2017	5884895	4,032.00
17-1239	01-M0170	DAVID L. MORRIS	VEHICLE REPAIRS & PARTS	5/2017	201705315284	186.00
17-1193	01-P0140	NATHAN PETTS	TUITION REIMBURSEMENT	5/2017	201705315287	850.00
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	6/2017	201705315267	758.00
17-1809	01-T0105	TROY INDUSTRIES, INC.	SIGHTS FOR RIFLES	5/2017	73859	1,020.00
					DEPARTMENT TOTAL:	7,669.00

FUND: 01 - GENERAL FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 42		ANIMAL CONTROL				
17-1711	01-C5250	COMTECH DESIGN, PRINT & MAI	ANIMAL CONTROL NOTICE FOR	5/2017	208547	146.68
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	6/2017	201705315267	3.00
					DEPARTMENT TOTAL:	149.68
DEPARTMENT: 51		FIRE				
17-1574	01-A0039	A.S.C. INC.	VEHICLE REPAIR & MAINT.	5/2017	62990	9.88
17-1743	01-B0137	BOUNDTREE MEDICAL	EMS SUPPLIES	5/2017	82498988	738.86
17-1062	01-G1071	JOE N GODDARD	REPAIR OF SIRENS	5/2017	7132-17-086	750.00
17-1137	01-H0127	ERIC HALTER	SPRING TUITION REIMBURSEM	5/2017	201705315283	700.00
17-1729	01-J1061	WILLIAM A. JUSTICE	ACS & PALS CARDS	5/2017	128	60.00
17-1740	01-K4875	KENWORTH	BRAKE SLACK ADJUSTERS	5/2017	T00455600973388	492.94
17-1903	01-O0210	RADIOS UNLIMITED, INC	6 MINITOR V PAGER BATTERI	5/2017	75033	120.00
17-1555	01-P0123	RUSH TRUCK CENTERS OF OKLAH	REPAIR PARTS FOR E-2	5/2017	3005975507	295.91
17-0010	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	6/2017	201705315267	885.00
17-1759	01-S0287	SOONER TRUCK REPAIR, INC.	BRAKE REPAIR ON E-4	5/2017	3192	369.65
17-1687	01-W0020	WALMART COMMUNITY BRC	MISC. SUPPLIES	5/2017	201705315298	67.44
					DEPARTMENT TOTAL:	4,489.68
					FUND TOTAL:	412,812.44

FUND: 07 - LIBRARY FUND SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 07		ADMINISTRATION				
17-0487	01-B1023	BTAC ACQUISITION CORP.	BOOKS FOR COLLECTION	5/2017	5014538906	5.90
17-1909	01-L0104	ADAM LEDBETTER	SUMMER READING PROGRAM	5/2017	46	375.00
17-0488	01-M0263	MIDWEST TAPE, LLC	DVD'S & AUDIO BOOKS	5/2017	95051634	43.94
17-1795	01-S0277	SHANKARI PARADEE	PILLOW MAKING CLASS	5/2017	100	80.00
					DEPARTMENT TOTAL:	504.84
					FUND TOTAL:	504.84

FUND: 11 - PARK & REC DONATION SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
17-1666	01-S0236	SWANK MOTION PICTURES, INC	MOVIE IN THE PARK	5/2017	2337560	453.00
					DEPARTMENT TOTAL:	453.00
					FUND TOTAL:	453.00

FUND: 39 - LIMITED PURPOSE SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 19		BALL COMPLEX				
17-1721	01-00227	OVERHEAD DOOR COMPANY OF OK	DOOR REMOVAL & REINSTALLA	6/2017	262031	500.00
17-1552	01-U6482	ULTIMATE COMFORT HEATING AN	ADJUSTING VENTS FOR CEILI	5/2017	470	1,030.00
					DEPARTMENT TOTAL:	1,530.00
DEPARTMENT: 20		AQUATICS				
17-1810	01-B0154	ICE MAKER SALES & SERVICE,	NEW FREEZER FOR AQUATIC	5/2017	1051487	2,751.00
17-1652	01-C0118	CALLAHAN CONTRUCTION, INC.	WINDOWS AT CONCESSION	5/2017	201705315278	2,270.00
17-1654	01-S1002	STERLING J. BEECROFT, LLC	ELECTRIC AT AQUATIC CENTE	5/2017	3359B	1,500.00
17-1709	01-S1002	STERLING J. BEECROFT, LLC	ELECTRIC FOR CONCESSION	5/2017	3359A	701.00
17-1653	01-U6482	ULTIMATE COMFORT HEATING AN	AIR CONDITIONING/CONCESSI	6/2017	479	4,000.00
17-1728	01-U6482	ULTIMATE COMFORT HEATING AN	ADDITIONAL COST/AC UNIT	6/2017	479A	675.00
					DEPARTMENT TOTAL:	11,897.00
					FUND TOTAL:	13,427.00

FUND: 69 - RISK MANAGEMENT SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
17-1899	01-E0007	EMERGENCY PHYSICIANS OF MID	WORKERS COMP CLAIM	5/2017	201705315269	412.91
17-1898	01-M0240	HEALTHSMART CASUALTY CLAIMS	WORKERS COMP CLAIM	5/2017	201705315270	280.00
17-1897	01-M1044	MODERN MEDICAL, INC	WORKERS COMP CLAIM	5/2017	201705315271	995.20
					DEPARTMENT TOTAL:	1,688.11
					FUND TOTAL:	1,688.11
					GRAND TOTAL:	936,210.31

MAY 2017 VISA

DEPT		
511	CITY MANAGER	$ 500.00
512	LIBRARY	$ 4,000.00
513	PARKS & RECREATION	$ 5,000.00
515	GENERAL GOVERNMENT	$ 4,000.00
518	TOWN CENTER	$ 6,000.00
521	FINANCE	$ 100.00
531	COMM. DEV.	$ 500.00
541	POLICE	$ 2,000.00
551	FIRE	$ 2,000.00
TOTAL		$ 24,100.00

May 2017 PAYROLL

DEPT		
501	CITY ATTORNEY	$ 17,918.34
511	CITY MANAGER	$ 30,287.78
512	LIBRARY	$ 27,931.10
513	PARKS & RECREATION	$ 59,705.22
518	TOWN CENTER	$ 4,862.26
519	BALL COMPLEX	$ 25,798.32
520	AQUATICS	$ 13,817.92
521	FINANCE	$ 39,655.07
531	COMMUNITY DEVELOPMENT	$ 34,613.62
541	POLICE	$ 191,689.08
542	ANIMAL CONTROL	$ 3,148.72
543	OHSO GRANT	$ 2,357.11
551	FIRE	$ 132,457.30
TOTAL		$ 584,241.84

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

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

2. **DATE:** JUNE 6, 2017

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

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

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

6. **BACKGROUND:** The attached utility accounts are past due and need to be sent to collections. Total balance is $3,661.26 excluding collection agency fees.

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

8. **FINANCIAL IMPACT:** Bad debt write-off of $3,661.26

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

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

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

JANA FERRELL - COLLECTIONS

06/06/2017

ACCOUNT NUMBER	NAME	SERVICE ADDRESS	MAILING ADDRESS	BALANCE	AGENCY FEE	TOTAL FEE
07-0125-00	ALLISON, JAMES	732 W LINDEN DR	732 W LINDEN DR	$ 256.38		
START DATE		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
21-0203-13	ROGERS, JAMES	2013 EAST HILL TERR	2013 EAST HILL TERR	$ 147.92		
START DATE:	BROWN, HAILEY	MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
09-0062-10	BRINBAUM, BRADLEY	612 W PERRY DR	612 W PERRY DR	$ 290.73		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
17-0265-03	CHUPCO, TERRY & JULIE	600 E LINDEN LN	400 N PEBBLE CREEK TERR #202	$ 331.79		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
18-0531-06	DRENNAN, ANNETTE	1840 E SH 152	1840 E SH 152	$ 116.82		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
10-0057-07	EASTON, DANIEL	505 S WOODLAND DR	505 S WOODLAND DR	$ 219.99		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
07-0142-05	JOHNSTON, BRANDI	112 S SILVER DR	19 NE 7TH PARK PLACE	$ 83.31		
START DATE:		MUSTANG, OK 73064	NEWCASTLE, OK 73065			
FINAL DATE:						
21-0076-07	KNIGHT, BRANDON	623 N CANADIAN TERR	623 N CANADIAN TERR	$ 330.72		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
01-0074-03	LITTLE BRONCOS KIDS TOO	125 S CLEAR SPRINGS RD	125 S CLEAR SPRINGS RD	$ 381.13		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
17-0338-03	MARTINEZ, EDUARDO	629 E LINDEN LN	629 E LINDEN LN	$ 141.21		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
14-0088-05	MCDANIEL, BRADY	146 E FORSTER LN	146 E FORSTER LN	$ 290.88		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
17-0260-07	MEGC PROPERTIES	511 S POINTE LN	2121 WEST IMPERIAL HWY	$ 156.97		
START DATE:		MUSTANG, OK 73064	#E406			
FINAL DATE:			LA HABRA, CA 90631			
07-0050-10	MITCHELL, JASON	760 W ELDER DR	20852 LANDMARK CIRCLE	$ 97.03		
START DATE:		MUSTANG, OK 73064	HARRAH, OK 73045			
FINAL DATE:						
09-0040-01	NEITZEL, DIRK	636 W FORSTER DR	636 W FORSTER DR	$ 85.89		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
23-0079-05	NEWMAN, DAVID	806 W HORIZON WAY	806 W HORIZON WAY	$ 295.65		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
22-0874-05	PRICE, GERALD	304 E ATLANTA TERR	304 E ATLANTA TERR	$ 22.50		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
23-0124-06	SONS, CHARLIE	624 W ALAMO WAY	9308 SE 36TH ST	$ 138.05		
START DATE:		MUSTANG, OK 73064	OKC, OK 73150			
FINAL DATE:						
13-0061-08	WILSON, PATRICIA	337 W STRASBURG WAY	337 W STRASBURG WAY	$ 248.56		
START DATE:		MUSTANG, OK 73064	MUSTANG, OK 73064			
FINAL DATE:						
50-0548-01	WOLF, KELLY	820 W SH 152	205 VON ELM AVE	$ 25.73		
START DATE:		MUSTANG, OK 73064	YUKON, OK 73099			
FINAL DATE:						

ACCOUNTS: 19

TOTALS: $ 3,661.26 $ 1,281.44 $ 4,942.70

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-4
2. **MEETING DATE:** June 6, 2017
3. **TITLE:** Approval to turn past due library accounts over to collection agency.
4. **COUNCIL ACTION:** Approve/Deny
5. **INITIATOR:** Janet Watts, Finance Director
6. **BACKGROUND:**
   The attached library accounts are past due and need to be sent to collections. The total balance is $1,464.69 excluding collection agency fees.
7. **FINANCIAL IMPACT:**
   Inventory loss of $1,464.69
8. **STAFF COMMENTS:** Recommend Approval
9. **STAFF SOURCE:** Desiree Webber, Library Director
10. **CITY ATTORNEY COMMENTS:**
11. **RESOLUTION/ORDINANCE NO.** N/A

Council Copy
Accounts Sent to Collections
for May, 2017

	A	B	C	D	E
1	**Acct #**	**NAME/RESPONSIBLE PARTY**	**CITY, STATE, ZIP**	**BOOK BALANCE**	
2	0070405	Erika Nicole Pryor	Oklahoma City, OK 73179	$109.52	
3	0070282	Sarah Jane Presnell	Oklahoma City, OK 73179	$156.01	
4	0070142	Ashley J. McIntyre	Yukon, OK 73099	$419.98	
5	0070063	Ellen Yu Goulet	Yukon, OK 73099	$169.79	
6	0070154	Lindsay Rose Fry	Yukon, OK 73099	$81.95	
7	0070232	Joshua Kyle Berry	Yukon, OK 73099	$186.90	
8	0070302	Cody William Allen	Blanchard, OK 73010	$286.08	
9	0070134	Linda Lou Wolf	Yukon, OK 73099	$29.48	
10	0070135	Linda Lou Wolf	Yukon, OK 73099	$9.99	
11	0070133	Linda Lou Wolf	Yukon, OK 73099	$14.99	
12			TOTAL FOR INDIVIDUALS	$1,464.69	
13					
14			TOTAL FOR ILL	0.00	
15					
16			OVERALL TOTAL	1,464.69	
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

CITY OF MUSTANG

AGENDA COMMENTARY

1. ITEM: F-5

2. MEETING DATE: June 6, 2017

3. TITLE: Approve Renewal of Agreement with the Canadian County Sheriff's Office to hold excess prisoners.

4. COUNCIL ACTION: Approve/Deny

5. INITIATOR: Robert Groseclose, Chief of Police

6. BACKGROUND: This is a renewal of an agreement with the Canadian County Sheriff to hold over flow prisoners. The city has had this agreement since 2001 and it has proven itself to be very advantageous.

There are no changes to the agreement other than the effective dates and cost per day. The cost per day changes from $40.00 to $31.00.

This agreement allows us to transfer our over flow prisoners to the County Jail Facility. This agreement is also necessary to allow us the ability to transfer prisoners that are escape risks and/or extremely violent. The County Jail Facility is much better equipped to handle such prisoners.

This expense is budgeted in FY 2017-2018 police budget.

7. FINANCIAL IMPACT: $ 500.00

8. STAFF'S COMMENTS: Recommend Approval

9. STAFF SOURCE Rob Groseclose, Chief of Police

10. CITY ATTORNEY'S COMMENTS:

11. RESOLUTION NO./ORDINANCE NO. _____

INTERLOCAL GOVERNMENTAL COOPERATION AGREEMENT

This agreement, made and entered into this _____ day of _____, 2017, by and between the Canadian County Sheriff's Office, hereinafter referred to as "County", and the City of Mustang, hereafter referred to as the "City", the execution of which being duly authorized and approved by the respective governing body of each such entity by appropriate resolution, witnesseth:

Whereas, the County does have an adequate facility, the Canadian County Jail, hereinafter referred to as "jail facility", to be used as a jail for the safe and secure detention and care of prisoners taken into custody by law enforcement officers empowered to make lawful arrests for the City; and

Whereas, the City has limited jail space abilities and

Whereas, the parties hereto desire the jail facility be made available for the use of the City, pursuant to the terms set forth herein below, for the safe and secure detention and care of persons placed under arrest and taken into custody by City law enforcement officers, empowered to make lawful arrest, and also held pursuant to order from the Municipal Court of the City of Mustang.

I. Term of Agreement

The terms of this agreement shall be from **July 1, 2017** to **June 30, 2018**, and renewable thereafter on a year-to-year basis at the option of the parties. Either party may terminate this agreement upon thirty (30) days written notice to the other party.

II. Statement of Services

County agrees to accept all City prisoners, defined as any person placed under arrest by any City law enforcement officer and taken into custody, in such numbers as can be reasonably accommodated at said facility. This definition is limited by the exceptions as noted within this agreement in Section V, paragraph 3. County further agrees to provide safe and secure custody for said prisoners for the duration of their confinement in said jail facility.

III. County Responsible for Safe and Secure Custody

County agrees to be responsible for the safe and secure custody of said prisoners transported to the jail facility by City law enforcement officers, and agrees to insure that standard security procedures are followed in order to prevent escape. City agrees to follow all prescribed security procedures of the jail facility regarding the searching of incoming prisoners and remaining with said prisoner until the arresting officer is duly released by the jail staff on duty.

IV. City Responsible for Records

City agrees to submit in writing any charge(s) at the time of incarceration. Any sentences imposed by the Municipal Court shall be submitted to the jail staff in writing, signed by the municipal judge, together with appropriate release also signed by the judge. The City bond schedule shall be provided to the jail staff; however, bond money or bond releases shall be handled by the proper city official.

V. Basic medical Care

County agrees to provide basic medical care to said prisoner(s), which shall include sick call and self-care, defined as the care of any condition which can be treated by the prisoner himself. This may include such over-the-counter type medications as may be approved by the County Jail Physician. Basic medical care also includes care of any condition which required immediate assistance by a person trained in first-aid procedures.

The cost of hospitalization, prescription medications, surgical and dental care shall be borne by the City. If an ill or injured prisoner is transported by a City law enforcement officer to the County jail facility, notwithstanding the authority for the arrest, City shall provide the required treatment prior to incarceration. Failure on the part of the City to provide the required treatment prior to incarceration shall provide a sufficient basis for the county to refuse said prisoner admittance into said jail facility under the terms of this agreement.

The jailer on duty shall have the discretion to refuse a prisoner from the City should the prisoner be in need of medical examination or treatment prior to incarceration. In such event, City shall provide to said County jail facility staff a release from a licensed physician or physician's assistant stating said prisoner is capable of being incarcerated without further detrimental medical complications. The failure on the part of the City to provide the required written medical release shall provide a sufficient basis for the County to refuse the prisoner admittance into said jail facility under the terms of this agreement.

Any City prisoner, on an emergency basis, may be taken to the hospital for treatment or examination at the discretion of the jail staff on duty and any cost incurred from said treatment or examination shall be billed to the City. The City shall provide transportation and security for any City prisoner needing treatment, examination, or hospitalization.

VI. Cost Per Day

The cost per day for each City prisoner detained and cared for in the County jail facility to be paid by the City to County shall be **$31.00** Dollars per day for each prisoner for the term hereof. A day, for the purpose of this agreement, is a calendar or any part thereof, and not a twenty-four (24) hour period of time. Said rate is subject to re-negotiation and adjustment in the event this agreement is renewed or extended at the expiration hereof. If a City prisoner is not held for an extended period of time, less than twelve (12) hours, then the city will only be billed for one (1) day of incarceration.

It is agreed by the City that the fee for housing each prisoner arrested by the municipal officer shall be paid for each and every day or part thereof on a City municipal ordnance charge(s).

When a prisoner is booked into the county jail facility for a state charge(s), the prisoner will be considered a county prisoner and no housing fee will be charged to the City.

The City shall provide necessary equipment and supplies for booking and discharge of City prisoners.

VII. Billing Period

The County shall bill the City for prisoner services on a monthly basis. The monthly billing shall list the prisoner's name; date of birth, the date the prisoner was incarcerated, the offense(s) the prisoner allegedly committed; the jurisdiction where the charge(s) will be filed, the date the prisoner was released from the County jail facility, and the total cost of the prisoner's incarceration. The City agrees to promptly remit payment for the statement sent by the County for satisfactory performance of services called for under this agreement.

VIII. Hold Harmless Clause

The City hereby agrees to indemnify and hold harmless the County for any and all liability or litigation arising from the arrest or wrongful incarceration of persons under this agreement. The City further agrees to bear the cost of any legal representation should any litigation arise against the county as a result of the alleged wrongful incarceration or arrest of persons under this agreement. The selection of the attorney for the County shall be at the discretion of the County.

It is further agreed the City shall hold harmless the County and indemnify the county for any hospital, doctor, or other medical expense associated with the care and custody of a City prisoner.

It is further agreed the City shall reimburse the county any expenses resulting from the repair of any damage caused by City prisoners to the County jail facility or items issued by the County to City prisoners.

In witness whereof; the parties have hereto set their hands as of the day and first year written above.

Approved by Mustang City Council on this _____ day of _____2017.

Signature _____

Print Name_____
Mayor

Signature _____

Print Name_____
Police Chief

Signature _____

Print Name_____
Deputy City Clerk

Signature _____

Chris West
Sheriff

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. ITEM NUMBER F-6
2. MEETING DATE: June 6, 2017
3. TITLE: Acceptance of a playground sign donated by Metro Signs for accessible playground area
4. COUNCIL ACTION: Approve/Deny
5. INITIATOR: Justin Battles, Assistant City Manager
6. BACKGROUND: Metro Signs has donated a new large sign in front of the accessible playground. Sign provides a central area of entry into the playground and was designed by the Mustang Parks Foundation. Metro Sign also provided installation with pipe donated by Silver Star Construction.
7. FINANCIAL IMPACT: None
8. STAFF COMMENTS: Recommend Approval
9. STAFF SOURCE: Justin Battles, Assistant City Manager
10. CITY ATTORNEY COMMENTS
11. RESOLUTION/ORDINANCE NUMBER _____



BRITTANY'S PLAY ADVENTURE

DESCRIPTION

~ENTRANCE~

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CLIENT BRITTANY'S PLAY

SALESMAN JESS SCHWEINBERG

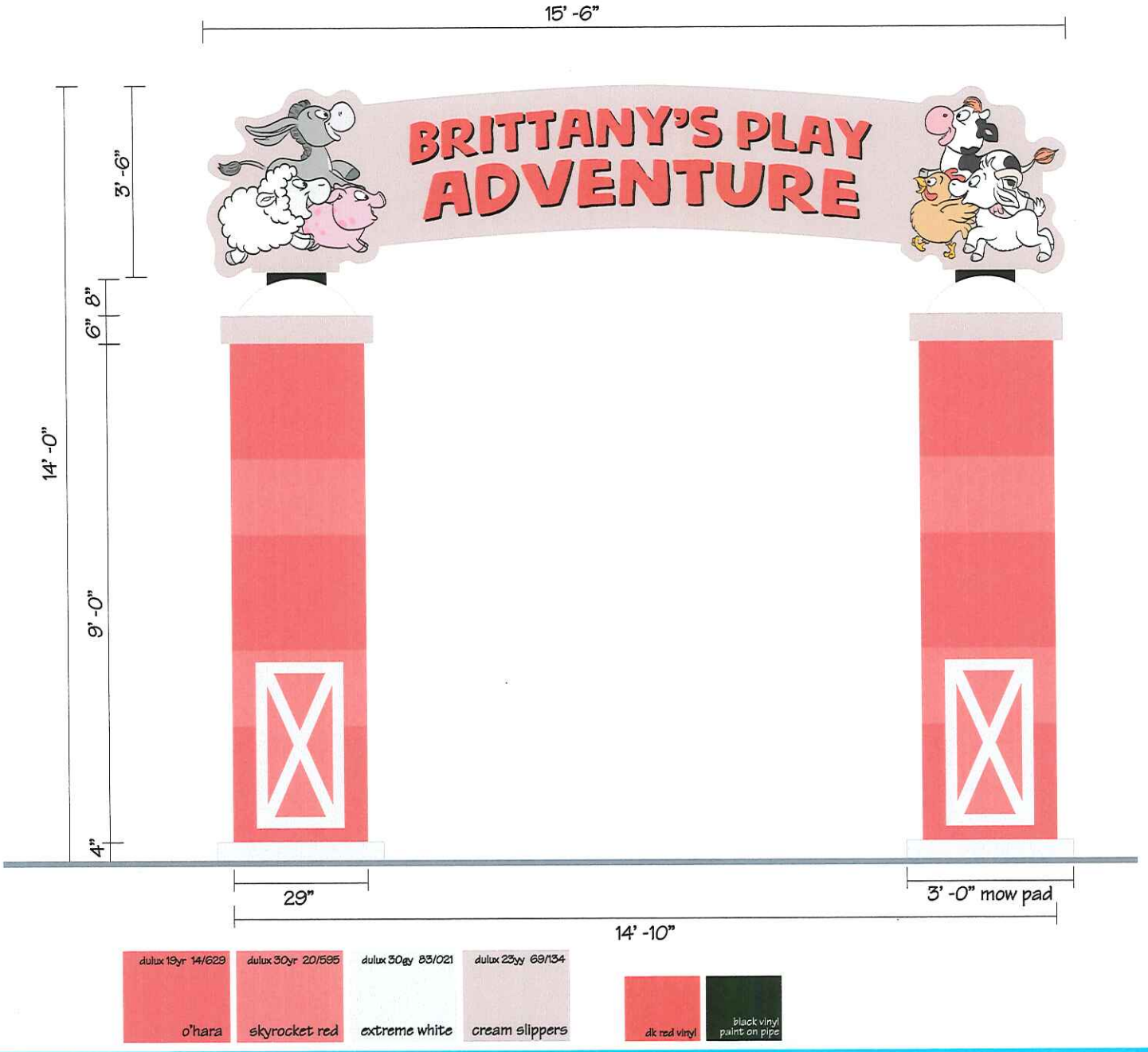
DATE 04.20.17

SCALE NONE

DESIGNER GAR-2017

APPROVAL

MetroSign Corporation



BRITTANY'S PLAY ADVENTURE

DESCRIPTION

FABRICATE AND INSTALL NEW PARK ENTRANCE ARCH. MAIN ID CABINET IS ROUT OUT FACE WITH FIRST SURFACE VINYL OVERLAY. ANIMALS TO BE DIGITAL PRINT. INTERNALLY ILLUMINATED WITH LED's. CUSTOM POLE COVERS WITH NO VISIBLE FASTENERS. DOORS ON POLE COVERS ARE TO BE 1/4" ALUMINUM SECURED TO FACE. DOME TOP COVERS TO BE CLEAR LEXAN WITH COLOR CHANGING LED'S. ENTIRE STRUCTURE TO SIT ON MOW PADS.

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CLIENT BRITTANY'S PLAY

SALESMAN JESS SCHWEINBERG

DATE 04.20.17

SCALE 3/8" = 1'

DESIGNER GAR-2017

APPROVAL

MetroSign Corporation

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. ITEM NUMBER F-7
2. MEETING DATE: June 6, 2017
3. TITLE: Acceptance of a document camera and headphones junction box purchased by the Friends of the Mustang Public Library for the Mustang Library.
4. COUNCIL ACTION: Approve/Deny
5. INITIATOR: Desiree Webber, Library Director
6. BACKGROUND: The Friends of the Mustang Public Library purchased two pieces of equipment for the Library. One is a documents camera, which projects images through a LCD projector onto a screen. This is useful piece of equipment for instructors teaching classes at the Library. The second piece of equipment is a headphones junction box for the Listening Center in the Children's Library. The Friends established the Listening Center for children to listen to audio books. The junction box allows eight children to listen at the same time.
7. FINANCIAL IMPACT: None
8. STAFF COMMENTS: Recommend Approval
9. STAFF SOURCE: Desiree Webber, Library Director
10. CITY ATTORNEY COMMENTS
11. RESOLUTION/ORDINANCE NUMBER _____

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

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

2. **MEETING DATE:** June 6, 2017

3. **TITLE:** Declaring decommissioned badges as Surplus, and Authorizing Disposal of Those Items

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

5. **INITIATOR:** Robert Groseclose, Chief of Police

6. **BACKGROUND:** The MPD badges listed for surplus have been replaced with newly redesigned badges, and no longer serve any purpose for the City of Mustang.

7. **FINANCIAL IMPACT:** None

8. **STAFF COMMENTS:** It is the staff's recommendation these badges be transferred to the Officers they were previously issued to. The donations would be at no cost to the City of Mustang (i.e., transportation etc).
Staff recommends acceptance/approval

9. **STAFF SOURCE:** Robert Groseclose, Police Chief

10. **ORDINANCE /RESOLUTION NO.**

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** F-9
2. **MEETING DATE:** June 6, 2017
3. **TITLE:** Discussion, Consideration and Possible Action Regarding Declaring Certain Items as Surplus and Authorizing Disposal of Those Items
4. **COUNCIL ACTION:** Approve/Deny
5. **INITIATOR:** Janet Watts, Finance Director
6. **BACKGROUND:**
   The City periodically eliminates property assets (see attached listing) deemed to be no longer needed by the department(s). A public auction will be held in the month of June 2017 on the www.govdeals.com webpage. The net proceeds of the sale will be deposited to the fund in which the item was original purchased.
7. **FINANCIAL IMPACT:**
8. **STAFF COMMENTS:**
   Recommendation for Council approval to declare asset as surplus in accordance with city/state regulations.
9. **STAFF SOURCE:** Janet Watts, Finance Director
10. **ORDINANCE /RESOLUTION NO.**
11. **Attachment:**
    Schedule of Surplus Listing - Capital Assets - Governmental Type

CITY OF MUSTANG
SCHEDULE OF SURPLUS - CAPITAL ASSETS
For the year ending June 30, 2017

FA Number	Governmental Assets Description:	Expens Accoun	Cat	Serial #	Need Council Approval To Surplus	Primary Location	Original Cost	Accum Depr Write Off Amount	Fully/Partial Deprec	Approval Date	Notes
00131	MOTOROLA BASE	01-541	40	482CHW0111	YES	POLICE	2,000.00	2,000.00	0.00	6/6/17	AGENDA
00133	(3) MOTOROLA MOBILE RADIOS	01-541	40	SEE POLICE DEPT	YES	POLICE	2,100.00	2,100.00	0.00	6/6/17	AGENDA
00134	(15) MOTOROLA MOBILE RADIOS	01-541	40	SEE POLICE DEPT	YES	POLICE	12,050.00	12,050.00	0.00	6/6/17	AGENDA
00225	PHONES	01-541	40	OLD POLICE STATION	YES	POLICE	3,465.00	3,465.00	0.00	6/6/17	AGENDA
00708	TOSHIBA CS/W NOTEBOOK COMPUTER/ADAPTER	01-541	40	6695847	YES	POLICE	1,935.42	1,935.42	0.00	6/6/17	AGENDA
00709	TOSHIBA CS/W NOTEBOOK COMPUTER/ADAPTER	01-541	40	6696422	YES	POLICE	1,935.42	1,935.42	0.00	6/6/17	AGENDA
00710	TOSHIBA CS/W NOTEBOOK COMPUTER/ADAPTER	01-541	40	8547158	YES	POLICE	1,935.42	1,935.42	0.00	6/6/17	AGENDA
00711	TOSHIBA CS/W NOTEBOOK COMPUTER/ADAPTER	01-541	40	NA	YES	POLICE	1,935.42	1,935.42	0.00	6/6/17	AGENDA
00781	IBM CPU	01-541	40	6269V4U/2303PMV	YES	POLICE	4,374.94	4,374.94	0.00	6/6/17	AGENDA
01013	EXECUTIVE CHAIR	01-541	40	RM 131	YES	POLICE	1,046.30	1,046.30	0.00	6/6/17	AGENDA
1290	WIRELESS ADAPTER W/ BATTERY HEADSET	01-541	40	NA	YES	POLICE	1,000.00	1,000.00	0.00	6/6/17	AGENDA
1300	HAIL GUARDS & MONITORS FOR ROOF TOP	01-541	30	NA	YES	POLICE	4,058.86	4,058.86	0.00	6/6/17	AGENDA
1643	EVOLIS DUALYS ID CARD PRINTER SYSTEM	01-541	40	D50722679	YES	POLICE	2,950.00	2,950.00	0.00	6/6/17	AGENDA
1800	POLICE DEPT SWITCH	01-541	40	NA	YES	POLICE	1,665.00	1,665.00	0.00	6/6/17	AGENDA
1829	AUGER MONSTER - COMMUNITOR	68-572	50	NA	YES	WATER	85,099.00	85,099.00	0.00	6/6/17	AGENDA
1930	SEWER RODDER HOSE 600' ORANGE	68-572	50	NA	YES	WATER	1,760.00	1,760.00	0.00	6/6/17	AGENDA
2256	PANASONIC LAPTOP	01-541	40	9LKYA08518	YES	POLICE	4,004.00	4,004.00	0.00	6/6/17	AGENDA
2259	PANASONIC LAPTOP	01-541	40	0AKYA10361	YES	POLICE	4,004.00	4,004.00	0.00	6/6/17	AGENDA
2261	PANASONIC LAPTOP	01-541	40	9JKYA92340	YES	POLICE	4,004.00	4,004.00	0.00	6/6/17	AGENDA
2366	TREMCO ANTI-THEFT SYSTEM	01-541	40	NA	YES	POLICE	1,659.00	1,659.00	0.00	6/6/17	AGENDA
1828	GUTTERING	01-541	30	NA	YES	POLICE	6,184.90	4,466.81	1,718.09	6/6/17	AGENDA
							149,166.68	147,448.59	1,718.09		

FA Number	Business Assets Description:	Expens Accoun	Cat	Serial #	Need Council Approval To Surplus	Primary Location	Original Cost	Accum Depr Write Off Amount	Fully/Partial Deprec		
2056	(2) TOSHIBA H9 60 HP VFD	68-572	50		YES	WATER	17,371.20	15,199.80	2,171.40	6/6/17	AGENDA
2057	(8) TOSHIBA ASSB FOR 50 HP VFD	68-572	50		YES	WATER	65,484.80	57,520.48	7,964.32	6/6/17	AGENDA
							82,856.00	72,720.28	10,135.72		

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** H-1+2

2. **MEETING DATE:** June 6, 2017

3. **TITLE:**
   Discussion, Consideration, and Possible Action on Resolution 17-038 Approving the Fiscal Year 2017-2018 for the City of Mustang, Mustang Improvement Authority and Related Funds.

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

5. **INITIATOR:** Timothy Rooney, City Manager

6. **BACKGROUND:**
   In accordance with State Statutes, the Public Hearing must be held on the proposed budget 15 days prior to the start of the fiscal year. The budget summary and notice of the public hearing was published in the newspaper(s) five days prior to this hearing.

   The annual budget hearing is the public's opportunity to be heard.

   Approval of the fiscal year 2017-2018 budget includes the following:
   - Projecting sales tax revenue to increase by .5% as a result that Oklahoma has joined a growing list of states that collect sales tax in purchases made through Amazon, online grocery sales, and restaurants.
   - New police officer and firefighter funded by the 4th penny sales tax extension (10% towards public safety personnel);
   - Police Department changing work schedules from 82.5 to 84.0 hours per pay period;
   - 3% cost of living increase for ALL City employees;
   - A 7.4% in costs associated with employee health care NOT passed on to the City employees;
   - Police (13%) and Fire (14%) contributions to pension plan;
   - Oklahoma Municipal Retirement Fund contributions of 11.79% for City retirement plan;
   - City Attorney position reclassified from a contract employee to a City employee;

- Street Improvement Fund provides $16,000 for decorative lighting on Morrell Way (new roadway to Wild Horse Park); $13,000 for new sidewalk installations, $116,000 (Resolution 16-026) for installation of a traffic light at the corner of E. Plantation Terrace and Mustang Road;
- Capital improvements totaling $870,813 and reserving fund balance of $1,208,687 for next year's carryover;
- Transfer of funds to Workers Compensation Fund of $125,000 to cover annual excess workers compensation coverage and worker's comp claims;
- Mustang Improvement Authority Reserve Fund restricted for water and wastewater maintenance and construction projecting a budget of $998,600. The capital improvement fee has funded the following projects: completion of the 59th Street waterline relocation, Meadow Lane sewer line rehabilitation, WWTP repairs & maintenance, restoration of water wells, rebuilding pumps, and completion of Mustang water tower rehabilitation, Rockwell Booster Station, Sampling Station, SCADA improvements, root control, magnetic flow and other meters.

7. FINANCIAL IMPACT:

8. STAFF COMMENTS:

9. STAFF SOURCE: Timothy Rooney, City Manager

10. ORDINANCE /RESOLUTION NO. 17-038

11. ATTACHMENT: Appendix A

RESOLUTION 17-038

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF MUSTANG, OKLAHOMA, BUDGET FOR THE FISCAL YEAR 2017-2018 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY.

Whereas, the City of Mustang has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) in O.S. Sections 17-201 through 17-216; and

Whereas, the City Manager has prepared a budget for the fiscal year ending June 30, 2018 (fiscal year 2017-2018) consistent with the Act; and

Whereas, the Act in section 17-215 provides the Chief Executive Office of the City, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one department to another within the same fund(s); and

Whereas, the budget has been formally presented to the Mustang City Council at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

Whereas, the governing body has conducted a Public Hearing on the proposed budget for the fiscal year ending June 30, 2018, at least 15 days prior to the start of the fiscal year, and published notice of the Public Hearing in compliance with Section 17-208 of the Act, and

Now, therefore, be it resolved by the Mayor and City Council of the City of Mustang, Oklahoma;

Section 1: The City Council of the City of Mustang does hereby adopt the fiscal year 2017-2018 budget on the 6th day of June 2017 with total resources available in the amount of $72,739,015 and total fund/departmental appropriations in the amount of $72,739,015 (included reserves of $9,752,767). Legal appropriations (spending and/or encumbering limits) are hereby established as provided in Appendix A to this Resolution.

Section 2: The City Council does hereby authorize the City Manager, or designee, to transfer any unexpended and unencumbered appropriations, at any time throughout fiscal year 2017-2018, from one department to another within a fund, without further approval by the City Council.

Section 3: All supplemental appropriations (increase) or decrease in the total appropriations of a fund shall be adopted at a meeting of the City Council and filed with the State Auditor and Inspector.

PASSED AND APPROVED this **6th** day of **June 2017**.

_____

Mayor

ATTEST:

_____

City Clerk

APPENDIX A
CITY OF MUSTANG
PROPOSED BUDGET
FY 2017-2018

	General Fund	Special Revenue Funds	Capital Projects Fund	Debt Service Fund	Enterprise Funds	Internal Service Fund	Total Funds
BEGINNING FUND BALANCE/ NET WORKING CAPITAL - ESTIMATED	$ 2,050,000	$ 696,000	$ 1,012,500	$ 200,000	$ 5,004,000	$ 475,000	$ 9,437,500
2014B Restricted Carryover					4,662,400		4,662,400
2016 Restricted Carryover					11,871,000		11,871,000
2016 Restricted Capital Interest					144,000		144,000
RESOURCES:							
Ad Valorem Taxes				319,000			319,000
Charges for Services	1,073,000				8,083,000		9,156,000
Other Fees		4,700				125,000	129,700
Tax and Franchise Fees	11,769,000				10,100,000		21,869,000
Licenses and Permits	265,700						265,700
Fines	425,835	3,000					428,835
Interest Income	11,500	4,985	5,400	1,400	12,100	2,700	38,085
Miscellaneous Revenues	239,700	16,295	600	50	75,050	2,000	333,695
Transfers	8,204,000	603,100	1,061,000		4,216,000		14,084,100
Total Resources	21,988,735	632,080	1,067,000	320,450	22,486,150	129,700	46,624,115
Total Available for Appropriations	24,038,735	1,328,080	2,079,500	520,450	44,167,550	604,700	72,739,015
APPROPRIATIONS:							
Mayor and Council	203,450						203,450
City Manager	484,477		22,000				506,477
Library	481,505	10,025	4,350				495,880
Parks and Recreation	1,051,070	47,000	114,525				1,212,595
General Government	1,617,504				400,050	174,000	2,191,554
Town Center	351,080		77,134				428,214
Ball Complex	502,745		110,613				613,358
Aquatics	244,203						244,203
Finance	633,415						633,415
Community Development	534,135						534,135
Police	3,174,600	146,730	294,691				3,616,021
Animal Control	63,036						63,036
Fire	2,247,515		49,500				2,297,015
Streets/Drainage	197,000	538,980	173,000				908,980
Water			25,000		2,593,100		2,618,100
Sewer					1,000,000		1,000,000
Sanitation					1,001,000		1,001,000
Debt Service				303,950	3,421,465		3,725,415
2014B Construction Projects					4,662,400		4,662,400
2016 Constuction Capitalized Interest					144,000		144,000
2016 Construction Projects					11,871,000		11,871,000
Transfers	10,203,000	214,000			13,599,000		24,016,000
Total Appropriations	$ 21,988,735	$ 956,735	$ 870,813	$ 303,950	$ 38,692,015	$ 174,000	$ 62,986,248
Estimated Ending Fund Balance Net Working Capital	$ 2,050,000	$ 371,345	$ 1,208,687	$ 216,500	$ 5,475,535	$ 430,700	$ 9,752,767

NOTICE OF PUBLIC HEARING OF PROPOSED BUDGET

A public hearing on the FY 2017-2018 City of Mustang budget will be held at 7:00 p.m. on June 6, 2017, at Mustang City Hall for the purpose of discussing the City budget for the fiscal year beginning July 1, 2017. The public hearing is open to the public and citizen comments on the proposed budget will be welcome. Copies of the proposed FY2017-2018 budget are available for review in the Office of the City Clerk, Library (Town Center) and City's Website @ www.cityofmustang.org

CITY OF MUSTANG

AGENDA COMMENTARY

1. ITEM: H-3

2. MEETING DATE: June 6, 2017

3. TITLE: Awarding services for operation, maintenance, and management of the water and wastewater treatment facilities for the City of Mustang

4. COUNCIL ACTION: Approve/Deny

5. INITIATOR: Justin Battle, Assistant City Manager

6. BACKGROUND:

The City of Mustang and its engineering firm, Cowan Engineering, published public notice for company's interested in submitting qualifications and proposals for operations, maintenance, and management of the water and wastewater treatment facilities. Proposals and qualifications where opened April 14 at 5:00pm. The City of Mustang received a total three submittals for operation, maintenance, and management of the water and wastewater treatment facilities.

Severn Trent - $1,592,750.00
Veolia - $1,681,147.00
USW Utility Group - $1,699,797.46

Cowan Group and the City of Mustang have reviewed all submittals. The operations committee reviewed each application and recommends awarding the contract to a qualified company who submitted the lowest contract cost.

7. FINANCIAL IMPACT: None/ Contract approval

8. STAFF'S COMMENTS: Staff recommends awarding contract to the lowest qualified bidder Severn Trent. A copy of the submittal is attached. Contract approval will be placed on the June 20 agenda.

9. STAFF SOURCE: Justin Battles, Assistant City Manager

COWAN GROUP ENGINEERING
www.cowangroup.co

May 31, 2017

Tim Rooney, City Manager
Mustang Improvement Authority
1501 N. Mustang Road
Mustang, OK 73064

RE: Mustang Water and Wastewater Operations Contract
Mustang Improvement Authority
City of Mustang, OK

Dear Mr. Rooney:

Pursuant to the proposals for operations collected on April 14, 2017, attached please find the bid tabulation for the subject project. The proposals consisted of three (3) responsive bidders, all of which were determined to be complete.

The apparent low bidder of $1,592,750 for the subject project is Severn Trent Environmental Services, Inc. (Severn Trent). Pursuant to the review of the proposals and bid tabulation, the low bid is complete and acceptable.

After careful review and consideration of the proposals, Cowan Group Engineering believes that Severn Trent has submitted a proposal which presents an in depth understanding of the City's needs, an acceptable approach, and a strong operations team. Cowan Group Engineering recommends Mustang Improvement Authority award the subject contract to Severn Trent at $1,592,750.

Should you have any questions, please contact the undersigned at 405.463.3369.

Sincerely,

COWAN GROUP ENGINEERING, LLC

Michael Taylor, P.E.
Project Manager

cc: Justin Battles, Assistant City Manager, City of Mustang

COWAN GROUP ENGINEERING, LLC
7100 N Classen, SUITE 500
OKLAHOMA CITY, OK 73116
405.463.3369 O
405.463.3381 F

Mustang Improvement Authority

Operations of Water and Wastewater Facilities

BID Operations Service Contract

DATE 4/14/2017

BASE BID

ITEM NUMBER	DESCRIPTION	QTY	UNIT	Severn Trent		Veolia		USW UTILITY GROUP	
1	OPERATIONS OF WATER AND WASTEWATER FACILITIES	1	LS	$ 1,592,750.00	$ 1,592,750.00	$ 1,681,147.00	$ 1,681,147.00	$ 1,699,797.46	$ 1,699,797.46
	BASE BID TOTAL				$ 1,592,750.00		$ 1,681,147.00		$ 1,699,797.46

Low Bidder

I do solemnly swear that the above amount is correct, reasonable and just.

Michael Taylor, P.E.

LICENSED PROFESSIONAL ENGINEER
MICHAEL
TAYLOR
4/21/17
27655
OKLAHOMA

CITY OF MUSTANG, OKLAHOMA

Proposal and Qualifications for Operation, Maintenance, and Management of the Water and Wastewater Treatment Facilities

April 14, 2017







SEVERN TRENT

I. General Requirements

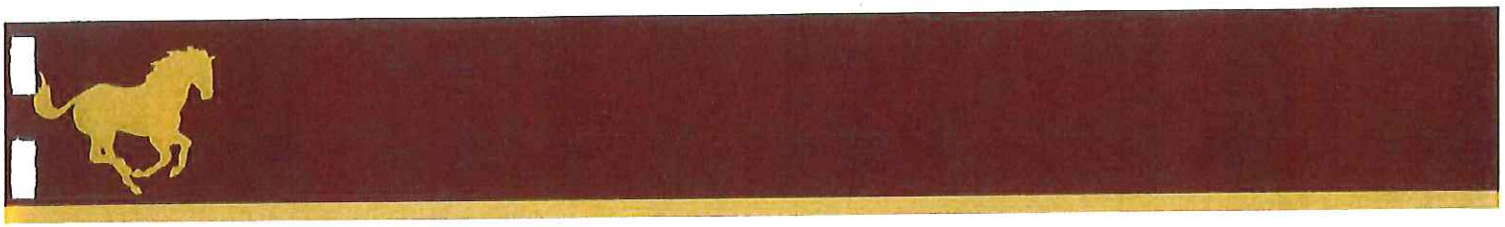
Letter of Interest

As required, we have provided our letter of interest in Section II Letter of Interest.



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Statement of Conformance

Severn Trent currently has the insurance requirements as set forth by the Mustang Improvement Authority's contract (Appendix D). We will also comply with all insurance requirements as set forth in the City's RFP and proposed contract. Severn Trent will perform the required operations, maintenance and management services in compliance with all applicable regulatory requirements.

Neither Severn Trent nor anyone acting on Severn Trent's behalf has engaged in any act of collusion as it relates to this RFP. Severn Trent, through John Freebody, Severn Trent's Chief Financial Officer, has completed a Non-Collusion Affidavit evidencing that it has not engaged in any collusion.

SEVERN TRENT

Severn Trent – North America
220 Gibraltar Rd., Suite 200
Horsham, PA 19044
United States

T: +1 215-646-9201
F: +1 215-392-3372

www.severntrentservices.com

April 14, 2017

City of Mustang
C/O Justin Battles
1501 N. Mustang Rd.
Mustang, OK 73064

Dear Mr. Battles:

Severn Trent Environmental Services, Inc. (Severn Trent) is pleased to present the City of Mustang (the City) with our cost proposal in response to the City's RFP to continue the operation, maintenance, and management of the water and wastewater treatment facilities.

Based on our long and successful partnership with the City of Mustang, we share the City's key goals in a public-private partnership of ensuring the proper operation and maintenance of your infrastructure, thus protecting your significant investment. We also understand that it is essential that we ensure consistent, safe, and compliant drinking water in the quantities required by the citizens of Mustang, and continue to provide accurate and timely reading of water meters.

Severn Trent provides the stability, strength and institutional knowledge of a global corporation focused on water and wastewater operations. We apply our experience and expertise through a team of empowered local managers with a strong commitment to their clients and an attention to detail. With each client, we strive to form a true partnership working toward a goal of safe, compliant and efficient operations. As you will see throughout this proposal, Severn Trent is far more qualified than our competitors to continue our long history of optimizing the operations and management of your facilities.

We believe that our success in Mustang, where we have operated since 2001, is due to having the strongest project leadership possible. When you have a strong team on the ground, the partnership's success is ensured. We will continue to offer a strong team with real-world experience operating, maintaining and managing your facilities. We propose to continue with our field-proven team led full time by Dennis Merrill and Jay Scott. Our team has worked closely with your staff, community and consultants to deliver high-quality services. Collectively, we have achieved noteworthy improvements to the infrastructure, and would like to continue this great work well into the future. While our many accomplishments are too numerous to list here, highlights can be found in this submittal.

As we have shown several times over the years, Severn Trent is more than just another contractor; we strive every day to be a true partner. We do this through solid working relationships and open discussions of needs as they change through the years. When the City has requested modifications to our agreements, we have consistently agreed to makes changes that make sense to both parties in order achieve the goals of the City. As your partner, we are proposing modifications to our current agreement based on what City staff has recently indicated they want.

One of our core values is that we always "Do the Right Thing." We believe a true partnership means working together to meet the needs of your citizens. We believe we have provided the best approach while being cost-effective, and we understand and agree that the City wants assurances that its partner will have shared risk and responsibility for key costs. This is especially critical during the initial operation

of the expansion and upgrades to the wastewater treatment plant (WWTP), when these cost baselines are first developed. It is also true for the proposed arsenic treatment facility, where the cost of producing water must be understood when making capital improvement decisions.

Additionally, Severn Trent proposes to work closely with City staff in tracking Key Performance Indicators (KPIs) that are needed to ensure the most efficient operations of the WWTP. Severn Trent has significant experience in operating sequencing batch reactor (SBR) facilities. We currently manage more than a dozen SBRs around the country, including three in Oklahoma: Mustang, Oklahoma City, and Guymon. We know how to operate this unique process, and have developed field-proven operating standards, including KPIs that will aid us to develop the lowest possible operating costs for power and chemicals at the actual flow and loading rates received at the plant. Once the facility is optimized, these will be the true costs of operations. We propose to revisit the pricing structure, and would be glad to work with the City to identify how best to share in the costs of key items such as power and chemicals. Using this open approach ensures the City does not pay more than necessary for these significant commodities.

Thank you for the opportunity to serve the City for the past 16 years. We are excited about this opportunity and look forward to continuing to partner with you in the future.

Should any questions arise please feel free to contact Regional Director Ed Schwab at 719-229-4429 or Ed.Schwab@STServices.com.

Sincerely,

John Freebody
Chief Financial Officer

III. Project Team

Mustang's Trusted Partner of 16 Years

Severn Trent has been a valuable partner for the City for 16 years. In just the past five years, we have continued to do so by being innovative and investing in your system. Our efforts resulted in cost savings, benefiting the community by improved compliance and odor management, and by investing in upgraded equipment. Below are some highlights of the value we have brought to the City:

- **2001 to Present – Continual Investment in Equipment, Vehicles and Tools.** Since the beginning of the contract, Severn Trent has provided over $1 million in equipment, tools and supplies (i.e., mini ex, backhoe, crew cab, jet trailer, Hydrovac) to service the community.
- **2007 to 2008 – Standing Together after the Storm.** Following a severe winter storm in 2007, the Federal Emergency Management Agency (FEMA) declared an emergency. At the direction of City personnel, Severn Trent commenced the disposal of storm debris in full compliance with Oklahoma Department of Environmental Quality (ODEQ) regulations.
- **2012 – Underground Asset Management.** We developed a capital improvement plan that identified key elements in an underground asset management program; this ensured optimal system performance at the lowest lifecycle cost.
- **2013 – Manhole Rehabilitation.** Implemented an aggressive manhole inspection program and coordinated manhole rehabilitation services to restore structural integrity, decrease odor complaints, and reduce inflow and infiltration issues.
- **2014 – Monitoring Solid Waste at No Additional Charge.** Severn Trent stationed an employee at the public works office to monitor solid wastes disposal, and assumed responsibility for monitoring the use of these facilities by up to 185 customers per week – at no additional cost to the community. We also established written policies and posted signage to discourage improper disposal practices.
- **2014 – Aggressive Tort Claim Management.** Our team has worked closely with representatives from Oklahoma Municipal Assurance Group (OMAG) and the Community Services Department to significantly reduce tort claim damages.
- **2015 – Arsenic Dilution System.** Developed concept and coordinated execution of capital improvement that would minimize Oklahoma City water purchase while optimizing water-well production; most significantly, it ensured compliance with arsenic limits.
- **2015 – Peak Demand Management.** Oklahoma City considered billing bulk water customers for peak hourly usage. The higher the hourly peak, the higher the unit cost of water. The arsenic dilution system solved this problem, as we are constantly running at a fixed rate with minor demand adjustment, thus avoiding demand-related rate increases. Additionally, we are considering a similar modification to the water purchase point at the 59th Street Booster Stations.
- **2016 – Solving Odor Issues.** Added storm water aeration system and modified SBR reactor operation to eliminate odors.
- **2016 – 300 Block West Elder.** Severn Trent developed a strategy to use closed circuit television video (CCTV) to enable the City to hold the homeowner responsible for an improper sanitary sewer connection.

- **2016 to Present – Water-Well Improvements.** Coordinated and executed water-well improvements to enhance performance, reliability and appearance. Replaced outdated water-well components to improve the well-production rate and generate accurate flow measurements.
- **2016 – Western Days Float Champion.** We were a platinum sponsor and won 1st prize for our commercial float.
- **2016 – Sample Stations.** Provided labor to install 40 new water distribution monitoring stations. Excluding outside contamination from water distribution samples can be problematic and could lead to an unnecessary boil order from ODEQ. Severn Trent is in the process of installing 40 sample stations in the water distribution system.
- **2016 to Present – Water Production System Line Replacement.** Aggressive soils near our water wells caused chronic leaks and frequent line bursts. Severn Trent coordinated with all parties to ensure completion of these critical improvements.
- **2017 – SBR Repair.** We constructed a cofferdam in the aerobic digester in order to replace two defective expansion joint collars. This approach allowed staff to make a repair without completely dewatering the tank contents. Disposing of the liquid sludge could have cost up to $1.5 million.
- **2017 – Well Field Line Marking.** We now have detailed maps of the distribution system. This allows us to let a prospective contractor know we're there. Our team installed 110 markers to clearly identify Mustang well fields.

Community Outreach

Severn Trent is a proud member of the Mustang Chamber of Commerce and has community outreach projects that include sponsorship of the annual Independence Day fireworks show and donation to the Western Days Parade. We also contribute to the Friends of the Mustang Public Library and the Western Days pancake breakfast and provide the labor to install the downtown Christmas decorations. Finally, when Mustang citizens fell short in funding the fountain in the lake at Wild Horse Park, a Severn Trent contribution made the project possible. We also provided the windmill display and hand pump at Wild Horse Park.

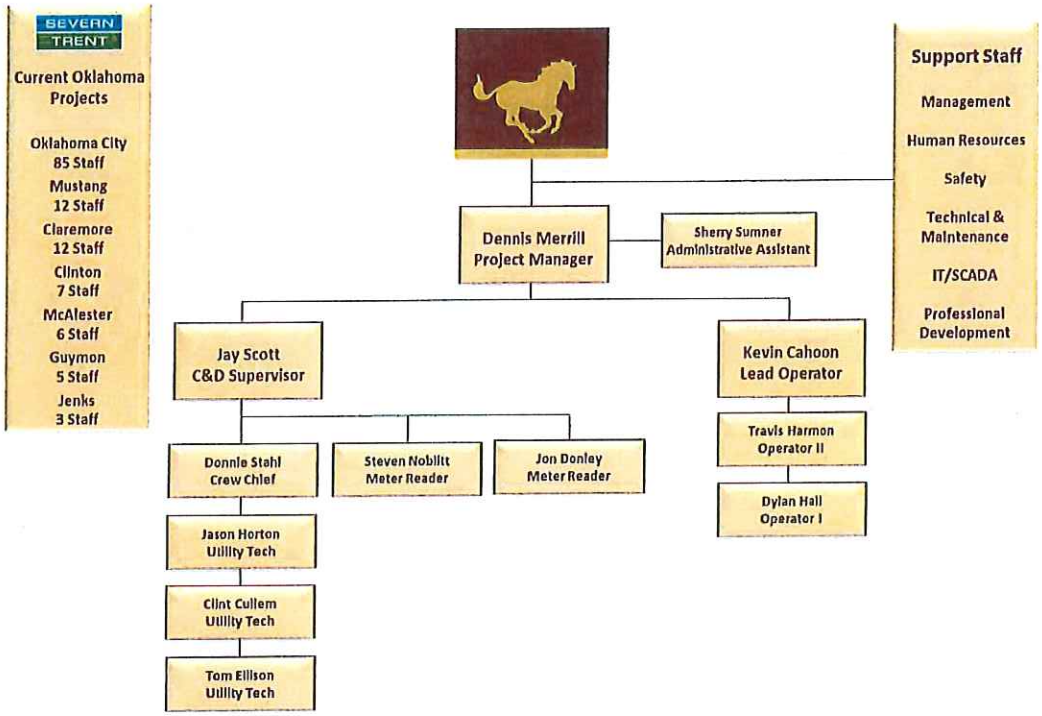


Not one to let the parade go by, our employees in Mustang proudly constructed a float for The Western Days Celebration, which featured a parade, car show, rodeo as well as other events that drew a crowd of more than 10,000 people.



The theme for the parade was "Celebrating Our Heritage." To tie the theme to our float, the operations crew at Mustang and *Lead Operator* **Kevin Cahoon** built a water well, windmill, water pump and water tower to show our "heritage" of water production in the City. The float was towed through the parade by a Severn Trent vehicle and the staff from Mustang, who walked alongside and greeted parade spectators.

Severn Trent proposes to staff your project with 12 people. This includes a full-time, onsite project manager, **Dennis Merrill**, who will be dedicated to serving Mustang's utility needs. *(Please see his resume at the end of this section.)* Mr. Merrill's previous extensive experience in our industry managing multiple projects with varied technical and customer needs makes him extremely well-suited for this role. He has managed your water utilities for the past four years.



Water Utilities

Lead Operator **Kevin Cahoon**, is currently leading our efforts to operate your water utilities. Mr. Cahoon has played a key role in executing critical repairs and upgrades to your water system. He guides the activities of *Operator* **Travis Harmon**.

Meter Reading

Jon Donley and **Steven Noblitt** will ensure all meters are read and serviced in a timely manner. **Jay Scott** will monitor their performance and provide assistance as required to assure quality service.

Collection and Distribution System

C&D Supervisor **Jay Scott** will continue to manage your underground utility assets. He will be supported by *Crew Leader* **Donnie Stahl** and *Utility Technician* **Jason Horton**.

DENNIS L. MERRILL

Project Manager



Summary

Mr. Merrill has over 35 years of experience in the water and wastewater industry managing and administering private industrial and governmental public service systems. He has profound knowledge and experience associated with the design, construction, operation, administration and maintenance of water production, treatment, distribution, metering and wastewater collection, treatment and reuse systems. Mr. Merrill has managed and administered up to 25 governmental/industrial public works, water and wastewater projects with an average annual revenue of $30M.

Specific Experience

Project Manager, Severn Trent Services, Mustang, Okla. (2012 – Present)

A technical specialist responsible for the technical review and mitigation of municipal public work efficiency issues. Duties include:

- Overseeing the water and wastewater treatment facilities and associated staff.
- Implementing, monitoring and enforcing construction codes and service utilization policies.
- Monitoring, maintaining and adjusting budget, forecast and strategic operating plans.
- Executing asset management strategies and services to achieve lowest life cycle cost.
- Implementing and managing administrative systems and programs.
- Assessing, developing and executing cost savings strategies.
- Monitoring, managing and reporting state, federal and locally regulated parameters.
- Coordinating, planning and executing capital improvements to existing systems.
- Optimizing management process monitors, controls and strategies.
- Developing, licensing and executing groundwater and treated water reuse programs.
- Developing process automation and monitoring alarm systems.
- Developing change management strategies for governmental and industrial utilities.

Technical Director of Business Development, Veolia Water Operating Services LLC, Oklahoma City, Okla. (2011 – 2012)

Responsible for development of budgets and technical approach for Business Development opportunities.

Area Manager, Veolia Water Operating Services LLC, Oklahoma City, Okla. (1998 – 2011)

Supervised and managed corporate objectives of up to 25 projects providing public works, water, wastewater, collection, distribution, meter reading and public works services for two industrial clients as well as 635,000 citizens in Texas, New Mexico, Arizona and Oklahoma.

Area Manager & Regional Vice President of Client Services, Professional Services Group, Oklahoma City, Okla. (1985 – 1999)

Supervised and managed operations and budgeting for all regional projects to ensure budget and permit compliance.

Consulting Technician, Fred Spitz and Associates, Oklahoma City, Okla. (1984 – 1985)

Engaged in the design, construction and operation of five wastewater treatment facilities. Provided construction inspection activities and assisted in the operation and maintenance of four facilities that utilized rotating biological contactors, activated sludge, aerobic digestion and extended aeration. Developed computer models for plant, budget and maintenance control processes. Served as Project Administrator for an 80 MGD secondary wastewater treatment facility for the City of Oklahoma City and managed operations of a 3 MGD secondary treatment facility for the City of Moore, Oklahoma.

Mechanical Coordinator, Nielson's Inc., Cortez, Colo. (1983 – 1984)

Engaged in the construction of a 20 MGD wastewater treatment facility. Completed the commissioning and startup for a 10 MGD tertiary wastewater treatment plant. Coordinated the purchase, installation, inspection and startup of process piping, plumbing, instrumentation HVAC and mechanical equipment during construction of a wastewater treatment plant. Monitored and administered project safety programs, mechanical budget and quality control.

Plant Manager, City of Oklahoma City, Okla. (1978 – 1983)

Responsible for three secondary mechanical treatment facilities and 16 lagoon systems. Chemist duties included analysis and reporting of regulated parameters.

Highlights

City of Oklahoma City, Okla.

Provided continuous cost containment strategies including lower wastewater treatment cost than rate paid in 1987. Provided key improvements by changing management practices, improving SCADA systems, two-fold improvement in oxygen transfer efficiency and improving sludge dewatering/stabilization process (saving 1.5 MW*hr./year). Services included wastewater services for a population in excess of 500,000; industrial pretreatment monitoring for over 250 utility users; and operations, maintenance and management of four tertiary wastewater treatment plants rated at 80, 15, 10 and 6 MGD.

- The 80 MGD wastewater system included: lift station, fine screening, grit removal, primary sedimentation, single stage nitrification, final clarification, effluent filtration, chlorination and de-chlorination. Bio-solids are composted and sold or bio-solids are lime stabilized following dewatering on a belt filter press and are subsequently recycled on farm land as indicated by the nutritional demands of the crop. The treated effluent is utilized for cooling water at an electrical generation power plant.
- The 15 MGD wastewater system included: lift station, coarse screening, primary sedimentation, rotating biological contactor treatment, intermediate clarification, activated sludge nitrification, final clarification, effluent filtration, chlorination and de-chlorination. Bio-solids are dewatered on a belt filter press and either composted and marketed or the bio-solids are lime stabilized subsequently recycled on farm land as indicated by the nutritional demands of the crop. The treated effluent is utilized as primary source of water for an 18-hole golf course.
- The 10 MGD wastewater system included: lift station, coarse screening, primary sedimentation, anoxic selector, activated sludge treatment, clarification, effluent filtration, chlorination and de-chlorination. Bio-solids are dewatered on a belt filter press and either composted and marketed or the bio-solids are lime stabilized subsequently recycled on farm land as indicated by the nutritional demands of the crop.
- The 6 MGD wastewater system included: lift station, coarse screening, sequencing batch reactor, effluent filtration, chlorination and de-chlorination. Bio-solids are dewatered on a belt filter press and either composted and marketed or the bio-solids are lime stabilized subsequently recycled on farm land as indicated by the nutritional demands of the crop. The treated effluent is utilized for cooling water at an electrical generation power plant.

Certifications & Licenses

Class A Wastewater Certification, Okla.

Class A Water Certification, Okla.

Class 7M Wastewater Certification, Mass.

Certified Oklahoma Operations Trainer

Education/Training

B.S. in Microbiology, Oklahoma State University

Professional Affiliations

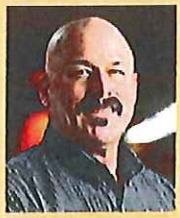
Water Environmental Federation

Oklahoma Water Pollution Control Association

IV. Project Approach

"Since 2001, we have provided more than $1 million in equipment, tools and supplies to service our community."

– Project Manager Dennis Merrill



No Transition Cost

Because Severn Trent is the current operator, there will be no transition process nor expenses. Severn Trent has invested $1 million in equipment, computers and software, and rolling stock in our operation of the City's facilities. Any new contractor would have to replace this with new equipment, unnecessarily increasing costs to the City. Our Mustang team is stable and experienced in the operations of the facilities. Bringing in a new team (transfers, relocations, training, etc.) would be a cost any contractor would have to include in their service.

The collective experience of our Mustang staff provides tremendous value in the efficient operations of the facilities. Attempting to bring a new team up to speed could place the City's facilities and water quality at unnecessary risk.

Process Control Management System

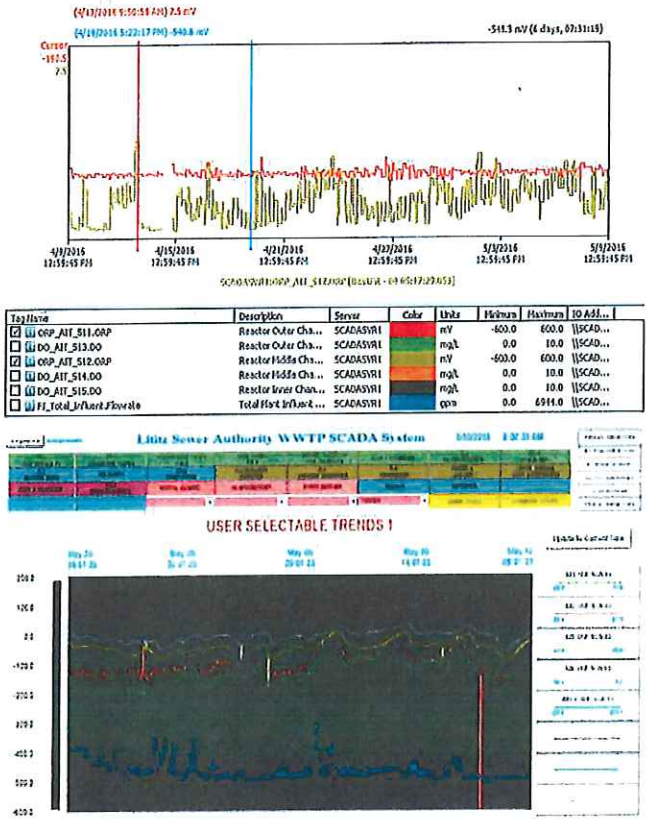
At Severn Trent, we implement Hach Water Information Management Solution (WIMS™), a water information management software system that allows us to monitor, track and trend process data. In addition to the local plant staff having access to this data management tool, we have regional and national process experts analyzing the data and making process improvement suggestions with the ultimate goal of maintaining compliance and optimizing operational efficiencies of the facilities. This process control team works with operators in the field to create a system of checks and balances for all operations. Before making changes to established operating protocols, the process control team is often consulted to ensure continued compliance. In order for this system to work, top-level Severn Trent managers and specialists are available to field staff seven days a week, 24 hours per day via an extensive communications network and an open-door policy at both the office and at home. This approach to process management ensures consistent performance within the treatment plant and provides a method of making process changes as they become necessary under the guidance of the process control team.

Severn Trent's success in the operation of our contracted facilities is due to rigorous process control procedures and training. As mentioned above, we use a team approach to manage treatment process operations. This approach and the organizational and data analysis structure that supports it allows our operations teams to routinely review (and respond as necessary to) a few key performance indicators, rather than having to analyze all process data.

Concepts that are incorporated into the process management strategy and are critical to effective team review and response are:

- **Targets.** Values that process parameters should achieve for optimum process control and efficiency.

- **Flags.** Values bracketing normal operational ranges within a facility. When process values fall outside these ranges, response and corrective action is required.
- **Trends.** Automatic computer analysis of the average daily change in a parameter allows future values to be forecast, which helps the team anticipate potential problems or verify that process improvements are occurring. The process control teams utilize graphs of key performance indicators when evaluating process changes or corrections.



Real-time monitoring is fundamental to a professional operation. This allows our process specialists and operators to analyze the real-time data, enabling our team to make process alterations as well as alerting the team to potential operational hiccups.

Severn Trent will continue to compile the data and documentation required for environmental compliance reporting. As the operator, Severn Trent generates the required environmental reporting for the City's review before submittal to the regulatory agencies.

Computerized Maintenance Management System

While it is not required in the RFP, Severn Trent has already installed Hach JOB Cal® Plus software for its Computerized Maintenance Management Software (CMMS) in Mustang. The ongoing use of this key asset management tool is included in our fee. *More about this software can be found in Appendix B of this submittal.*

We recognize the challenges faced by communities around the country as they work to address their infrastructure needs. As a result, Severn Trent continues to strive to improve overall asset management in every project we undertake.

Asset Management. A sustained practice of obtaining the maximum value from existing investments in plant, property, and equipment is a utility's first line of defense in protecting against equipment failure and determining when to upsize equipment to eliminate or avoid capacity issues. This approach emphasizes an operator-focused approach to capital improvement planning and implementation. Simply put, we strive

Our Asset Management-Based Approach to Maintenance

Severn Trent implements its asset management program to extend the serviceable life of our client's valuable assets. An ongoing process, we:

- Evaluate the condition of the equipment, document any immediate maintenance concerns and take pictures of all of the equipment.
- Evaluate the current predictive and preventive maintenance programs, and make recommendations that could help to elevate the effectiveness of the program.
- Review the original manufacturers' maintenance recommendations to ensure they are being met.

Our team determines the need for predictive maintenance strategies by evaluating the value of the implementation of:

- Routine visual inspections.
- Maintenance training program.
- Failure analysis.
- Infrared thermography.
- Oil and fluid analysis.
- Motor circuit and motor performance analysis.

With input from onsite maintenance personnel and direction by project management, we then select the maintenance tasks that would be the most beneficial. Once they are defined, Severn Trent determines the best way for the tasks to be implemented. We use an appropriate combination of training project maintenance personnel and purchasing predictive maintenance equipment so that tasks can be performed in-house, augmented by subcontracting specialized services to outside service providers. With the method determined, a schedule is then established and predictive maintenance tasks become part of the preventive maintenance program.

where possible to improve performance through enhanced or modified process control and an effective and directed maintenance program, rather than costly capital replacement and expansion.

Working in concert with process control procedures to maximize use of existing capital, our program is built upon current asset management concepts of structuring maintenance programs to maximize the useful life of existing assets and focus maintenance efforts on critical equipment to enhance system reliability.

We have developed an inventory of all significant equipment in each facility and this is in the database of our maintenance management software programs. The asset register is continually updated as equipment condition changes and when new equipment is added that could change criticality or capacity.

Our computerized maintenance management system (CMMS) schedules for predictive and preventive maintenance are then adjusted to reflect equipment condition and criticality. Maintenance of equipment that is more critical and/or in poor condition will be emphasized to ensure system reliability. Maintenance protocols and procedures reflect manufacturers' recommendations for existing and newly bought equipment. The maintenance and repair history for each piece of equipment is tracked and is an important part of the asset management program.

With critical equipment that needs renewal or replacement clearly identified due to its criticality, condition, and maintenance history, Severn Trent can provide input into the City's renewal and replacement program. We will provide the City with a five-year plan of capital improvements that will be reviewed annually and adjusted as changing conditions dictate. This valuable information will allow the City to make educated decisions when it comes to repairing or replacing a particular component.





As part of our predictive maintenance program, we will take thermographic images of all newly installed equipment to identify construction issues and maintain this practice ensuring extended lifecycle for all equipment.

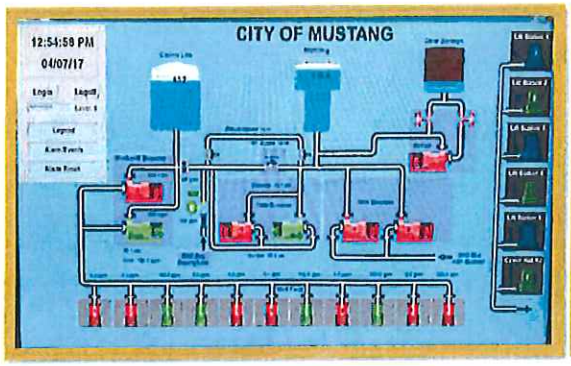
Severn Trent's predictive maintenance program includes thermographic photography, as well as oil and vibration analysis. These efforts help increase the life cycle of equipment, and will also reduce corrective maintenance and unplanned failure costs.

Supervisory Control and Data Acquisition (SCADA)

Think of the SCADA system as the "brains" of the water utility system. If any of the data points malfunction, the system will call the operator on duty. The operator on duty can access the SCADA software remotely and commence the evaluation and mitigation plan. The SCADA management program "polls" the status of each key piece of equipment in our water utility system, several times per minute. Key monitored parameters include:

- Motor run status for wells, booster pumps, and lift station pumps.
- Water elevation at towers.
- Flow rates from water wells, booster stations and Oklahoma City water purchase.
- Alarm status for all key components and critical parameters.

In addition to the "live" status reports described above, SCADA collects and stores performance records for nearly every SCADA monitoring point. The data history generated by the SCADA computer allows us to troubleshoot service disruptions and prepare a strategy to prevent a recurrence.





Water Production, Distribution and Storage

As your utility professional, we believe part of our duty is to properly manage your "water portfolio." In the case of the Mustang system, this portfolio consists of wells and purchased water from Oklahoma City. We must continuously consider the cost of water from the various sources, as well as manage the water lost to leakage and metering issues. All communities have some water loss, but it must be minimized as this is a valuable community resource. Below are some examples of how we help the City track and manage these issues.

Water-Well Improvements

Coordinated and executed water-well improvements to enhance performance, reliability and appearance. Replaced outdated water-well components to improve the well-production rate and generate accurate flow measurements.

The "Mustang Water Production Table" (below) summarizes key component of the water production system. This diagram demonstrates that arsenic concentrations are highly variable. Arsenic concentrations have significantly increased since 2004. Most significantly, the table confirms that that the cost to replace water generated by our well system justifies the installation of an arsenic treatment system.

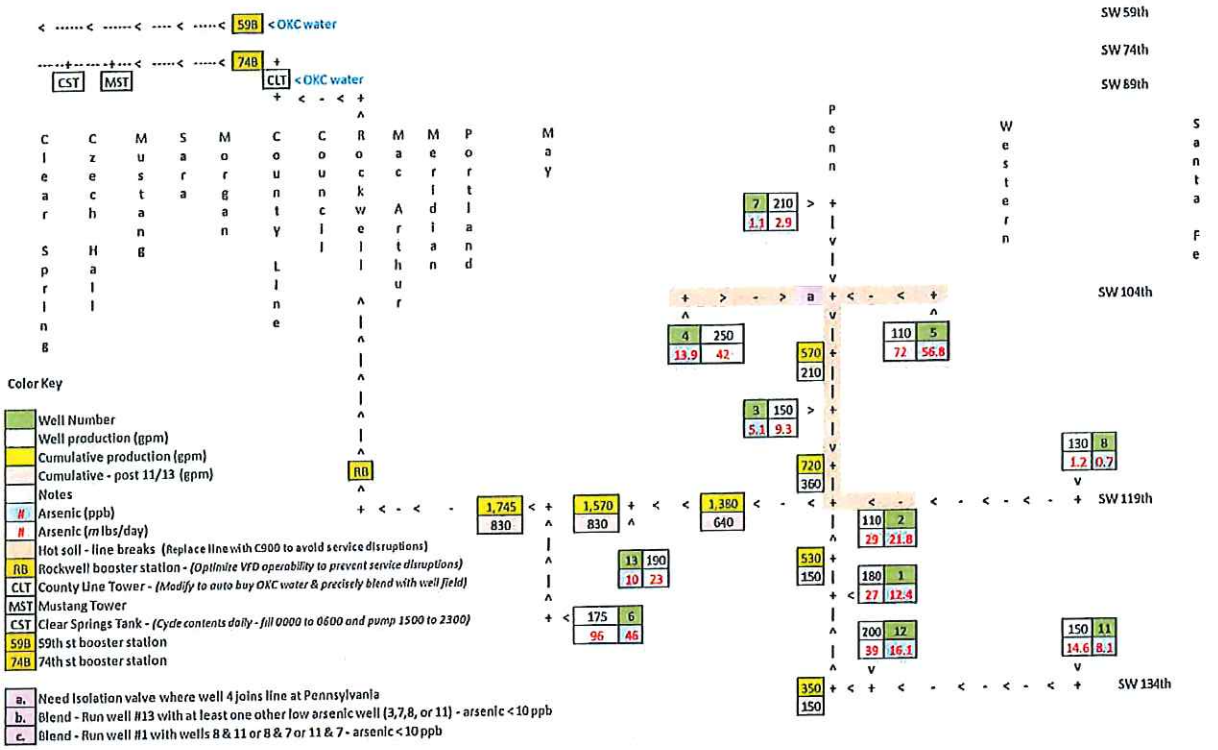
Water Production Overview

Well	2015 Data (As PPB)	2013 Data (As PPB)	2004 Data (As PPB)	Annual Replacement Cost at indicated Rate	
				$ 4.77	$ 10.45
1	25	**21.6**	8	$ 451,280	$ 988,304
2	29	na	na	$ 401,138	$ 878,492
3	7	6.9	9	$ 376,067	$ 823,586
4	16	**36.5**	16	$ 626,778	$ 1,372,644
5	55	**54.3**	28	$ 275,782	$ 603,963
6	30.0	**45.5**	30	$ 438,745	$ 960,851
7	1	1.0	2	$ 526,494	$ 1,153,021
8	1	1.0	2	$ 325,925	$ 713,775
11	1	1.0	2	$ 376,067	$ 823,586
12	65	**38.0**	2	$ 501,422	$ 1,098,115
13	16	**11.1**	9	$ 476,351	$ 1,043,209
			Total	$ 4,776,048	$ 10,459,546
			Average	$ 434,186	$ 950,868

* Yellow indicates wells with arsenic >10 ug/L

The "Mustang Water Well Schematic" *(below)* illustrates key performance and physical location of the water production system. We are pleased to report that the water lines identified as problematic have been replaced, thus eliminating significant water loss due to corroded pipe. The water lost to these faulty lines is estimated to be equal to the output of one to two wells per day. We are additionally pleased to report that we have secured ODEQ approval to restore well No. 2 to service.

Mustang Water Well System Schematic



Our staff has teamed with your consultants, Cowan and Associates, to execute numerous upgrades:

- Replacing aging variable frequency drive units with modern units.
- Rehabilitating three wells to restore production capacity to original condition.
- Replacing dysfunctional mechanical flow meters with accurate magnetic flow meters.
- Replacing dysfunctional Cla-Valves with less restrictive swing check valves, thus yielding a 10 to 15% in-well output.
- Upgrading SCADA at wells to facilitate pump speed control.
- A fresh coat of paint at each well.

Rockwell Booster Station

The control logic for Rockwell Booster pumps was modified to maintain a constant suction pressure from the well field. These pumps lower the pipe and well head pressure, thus increasing pump output. A key

project at Rockwell included replacing an aged variable frequency drive unit. Future endeavors include construction of an arsenic removal system at the Rockwell Booster Station.

County Line Tower

The water level in this 1.4 million-gallon tower dictates the water production rate of the well field. As the water level in the tower changes, the quantity of water wells will adjust. Improvements to the tower included:

- Replacing two water meters.
- Replacing the chlorinator.
- Installing larger chlorine booster pumps to ensure adequate chlorination at all water elevations.
- Developing a strategy to install a flow monitoring meter and a flow regulating valve serving our Oklahoma City water supply that fine-tunes the arsenic dilution system. This system allows us to optimize water well production while reducing the need to buy expensive water.
- Commencing daily testing of arsenic before and after Oklahoma City dilution water.

Future improvements include the installation of a flow regulated chlorine dosage system and an automated chlorine supply switching system.

59th Street Booster Station

This booster pump system delivers Oklahoma City water to our water distribution system on 59th Street. Due to physical location, we cannot use this water to dilute the arsenic in our well water; therefore, this station only operates when the Mustang Tower reaches a critically low level. Future improvement to this system should include the following:

- Restoring metering capacity.
- Installing a flow regulating valve, like County Line Tower, to allow smaller quantities of water to be purchased from Oklahoma City. This allows us to avoid proposed, peak demand fees and allows us to buy water without running the booster pump, thus saving electrical utilities and reducing pump wear.

Arsenic Dilution System

We developed a concept and coordinated execution of capital improvement that would minimize Oklahoma City water purchase while optimizing water-well production; it also ensured compliance with arsenic limits.

74th Street Booster Station

This booster pumps tops off the Mustang Tower. Recent improvements to this system include:

- Installing a new back-up generator.
- Installing new variable frequency drive units.
- Installing a new isolation valve.

Mustang Tower

The water level in this 1.2 million-gallon elevated storage tower is the heart of our water supply system. The control logic for his storage system regulates operation of the 74th Street Booster Station. Should water demand exceed the production capacity of the 74th Street Booster Station then the 59th Street Booster Station will run until the tower is full.

Clear Spring Storage Tank

This 600,000-gallon ground storage tank primarily provides an emergency water supply for fighting fires. The SCADA control logic allows us to fill this tower at night, during low demand periods. In theory, during high demand periods we would then use this supply. However, until we can install a variable frequency drive to regulate the fill/discharge process, residents in the vicinity of this system will complain about wide swings in system pressure.

Fire Hydrants

Our local team has worked closely with the fire department to ensure full functionality of every fire hydrant in your community. On average, we repair and/or replace around 10 fire hydrants per year. Additionally, we frequently install isolation valves to facilitate future repair and maintenance.

Underground Asset Management

We developed a capital improvement plan that identified key elements in an underground asset management program; this ensured optimal system performance at the lowest lifecycle cost.

Distribution System

Repair of water line leaks constitutes the majority of service calls for the distribution system maintenance team.

Meters

As part of our current services, Severn Trent's regular activities include:

- Read up to 7,000 meters per month without exception.
- Turn off up to 110 water meters per week.
- Perform turn off and lock for up to 15 meters per week.
- Replace up to 20 meters per month.
- Perform high/low audits up to 15 per week.
- Record, monitor and report service pressure results for up to three per week.
- After hours service.
- After-hours utility callouts from police and SCADA system within one hour.
- Flow test accuracy up to 15 meters per month.

Leak Detection

As water becomes more valuable, it is imperative that we employ best practices to limit water loss due to leaks in the distribution system. Leak detection technology has improved in accuracy and has decreased in cost of services through the years. Severn Trent recommends that we secure the services of a leak detection service company to ascertain the location and relative size of leaks in the distribution system.

Automatic Meter System (AMR)

Old water utility meters underreport water usage. The older the meter, the greater the inaccuracy. Replacing old water meters can substantially improve water service revenues. With the introduction of AMR systems, water utility meters can improve metering accuracy and automate the meter reading process while delivering vital conservation opportunities to the home owner. Severn Trent is anxious to assist with the implementation of an AMR system for our community.

Wastewater and Collection System

Wastewater Treatment Plant

Bar Screen. Recently installed, the new bar screen has proven to be a substantial improvement to the pre-treatment process. Removal of non-organic trash from the sewage treatment screen significantly reduces nuisance events in subsequent treatment systems.

Solving Odor Issues

To eliminate odors, we added a storm water aeration system and modified the SBR reactor.

Grit Removal. Currently, this system is not fully functional. Phase II of the proposed plant improvements will include restoring this system to service.

Sequencing Batch Reactors (SBR). This part of the system creates the correct environment for the biological treatment of the wastewater. The operator maintains a constant inventory (33,000 pounds) of micro-organisms (activated sludge) in each of our 2 million-gallon SBR units. These micro-organisms remove the organic materials within the sewage and grow more activated sludge that readily separates from the liquid. SBRs create various environments in a single tank and multiple batches, hence the name "batch reactor." The first cycle is called "fill." Raw sewage is introduced to the activated sludge inventory. Mechanical mixers are used at this time, and nitrates will be consumed by the activated sludge as nitrogen gas will be discharged to the atmosphere. The second cycle is called "react." Compressed air is distributed through the activated sludge, which needs air to break down the organic material. The third cycle is called "settle." Air and mixing is turned off and the activated sludge settles to the bottom of the tank. The last stage is called "decant." In this step, the liquid portion of the tank contents is discharged to the detention equalization basin.

SBR Repair

We constructed a cofferdam in the aerobic digester in order to replace two defective expansion joint collars. This approach allowed staff to make a repair without completely dewatering the tank contents. Disposing of the liquid sludge could have cost up to $1.5 million.

Detention Equalization Basin. This basin provides an area for excess flow to be stored while effluent pumps send the treated wastewater to the South Canadian River.

Flow Equalization Basin. Our aging collection infrastructure is not water tight; therefore, during rain events, ground water finds its way into our collection system and arrives at the wastewater treatment plant (WWTP). As our plant is rated at 2 MGD and peak flow rates during a storm event can reach over 8 MGD, we need the flow equalization basin to "hold" the water until the storm event subsides. The water is then returned to the WWTP at a controlled rate for treatment. During the first phase of the current plant upgrade, five, 15-horsepower surface aerators were installed in this basin to help reduce odors. Since this upgrade, we have received no odor complaints from neighbors.

Sludge Stabilization. The above process continuously grows new micro-organisms each day. Thus, we must remove about 11,000 pounds/day of activated sludge to the activated sludge storage tanks. This liquid is then thickened on the gravity belt thickener and sent to the aerobic digester for final stabilization of organic content.

Sludge Disposal. The stabilized sludge from the aerobic digester is sent to a belt filter press unit to remove as much water as possible before being trucked to a sanitary landfill for final disposal.

Collection System

Sewer Lines. Unfortunately, the sanitary sewer system in the older housing additions in Mustang suffers from tree root blockage. The material of choice years ago was ceramic pipe. If properly installed, ceramic pipe can last forever; however, if it is imbedded improperly or if it is roughly handled during installation, the pipe will crack or collapse. We frequently see poor workmanship in relation to installation of service saddles. These deficiencies encourage root penetration into the collection system. If the line is collapsed, we execute a pipe-bursting replacement approach. If the line is sound, we treat each run of pipe with chemicals that kill tree roots. The root control approach requires re-servicing every five years. Other maintenance activities frequently include cleaning with high pressure hydraulic systems and root-cutting services.

Manholes. Manholes are required every 400 feet or whenever sewer lines change direction. Manholes are typically constructed of concrete or ceramic brick. Both materials can be irreparably damaged by gas that is naturally occurring in the sewer. Damaged manholes allow groundwater to enter the sanitary sewer, thus placing an additional hydraulic load on the facility. We coordinate with third-party service providers that utilize a corrosion-resistant epoxy coating on five to 10 manholes per year.

Lift Stations

Sewage flows by way of gravity to one of eight sewage lift stations in Mustang. Each lift station relays the sewage to the WWTP. A recent development is the popularity of "disposable" wipes. They do not belong in the sewer system and they lead to increased lift pump failures and line blockages.

V. Scope of Work

Understanding Current Needs and Supporting Long-Term Goals

Severn Trent is well aware of the City's current needs of service and has implemented a continuous improvement process to address those ever changing needs. We have also participated in the longer-term planning by City staff. Even though the details were not spelled out in the RFP, Severn Trent has included the following historical level of work in our proposed cost estimate:

- Locate up to 400 "Okie Locate" requests per month including emergency callouts.
- Read up to 7,000 meters per month without exception.
- Turn off up to 110 water meters per week.
- Perform turn off and lock for up to 15 per week.
- Perform high/low audits up to 15 per week.
- Record, monitor and report service pressure results for up to three per week.
- After hours call-out for turn on/turn off.
- Flow test accuracy for up to 15 meters.
- After-hours utility callouts from police.
- SCADA callouts.
- Hydrant repairs.
- Dead-end line flushing.
- Daily arsenic testing of potable water before and after Oklahoma City blend point.

Flexibility during Significant Capital Projects

Your local Severn Trent team has considerable knowledge of your existing water and wastewater treatment systems. Additionally, we have extensive experience coordinating and executing treatment plant construction with the demands of all parties. The water quality will not suffer due to the impact of capital projects. For example, the proposed WWTP plant expansion will replace the existing SBR system with an extended aeration system. Our team will easily adapt our treatment strategies to both the interim construction impacts as well as the final proposed system. We will work closely with your engineering and construction team to communicate operational needs, and coordinate activities to minimize the operational impacts while optimizing the construction process. Some of the planned key components that will impact operations are:

- Installation of variable frequency drives on existing lift pumps No. 1 and No. 2.
- Installation of hydro-pneumatic pumps in lieu of existing grit pump system.
- Raise the elevation of tank walls on SBR No. 1 and No. 2 by 2 feet.
- Remove the anoxic mixers and decanters from both SBR units.
- Modify the influent feed piping to facilitate extended aeration operation.
- Installation of complete floor air diffuser coverage on both SBR units.

- Replace the positive displacement blowers with centrifugal blowers.
- Construction of two final clarifiers.
- Construction of a return sludge pump station.
- Construction of a chlorine contact basin.
- Installation of a chlorination and de-chlorination feed system.
- Upgrade the SCADA system to monitor and alarm the revised system.

Arsenic Treatment

Restoring our water wells to full production capability will require the addition of an arsenic treatment system. Preliminary evaluations suggest that the preferred approach would require the construction of a water storage tower and arsenic removal pressure vessels to reduce the arsenic concentration to less than 10 ug/L. Severn Trent has worked with your consultant and several third-party vendors and suppliers as we prepare our strategy to operate, manage, and maintain this critical infrastructure improvement program.

Water Conservation Support

Your Severn Trent team would like to support the City in optimizing the use of your water. Some ideas we would like to explore with City staff include:

Re-use. Imagine using a wasted resource to generate a broad expanse of luxurious green grass in the middle of a hot, dry Oklahoma summer. The path to cost-effective, sustainable parks and sports fields begins with the implementation of an effluent water reuse program. Your Severn Trent team members have experience supporting the construction and operating effluent re-use system in Oklahoma for more than 20 years.

Peak Water Management. Excluding arsenic issues, our water production system can easily meet the annual average water demand for your community. Unfortunately, the seasonal water demand frequently outstrips our production capacity; therefore, we purchase the balance of our water from Oklahoma City. We must employ proven strategies, developed around the country, to provide high-quality water at the lowest practical cost, as further described below.

- The cost of treated water, purchased from Oklahoma City, has increased over 600% in the past 40 years; we must change our water use habits.
- Brown is the new green. We need an adjustment in our approach to what we do with water. If you live in a community that enjoys 40 inches of rain a year, you are enjoying your lush lawn. If you live in Mustang, you show your dedication to the environment and the community by wisely using limited water resources. Through community events, Severn Trent would like to help the City educate the citizens in looking at water as a valuable and at times limited resource.

Peak Demand Management

OKC considered billing bulk water customers for peak hourly usage. The higher the hourly peak, the higher the unit cost of water. The arsenic dilution system solved this problem, as we are constantly running at a fixed rate with minor demand adjustment, thus avoiding demand-related rate increases.

Rationing Enforcement. The City's agreement with Oklahoma City requires us to comply with an odd/even rationing system. Enforcement of this policy could substantially reduce our peak summer water demand. Some communities have implemented an even more stringent rationing system (i.e., twice weekly yard watering). While we recognize there are several community factors involved in an issue such as this, Severn Trent would support the City in whatever enforcement strategy it determines appropriate.

Additional Services

In addition to water and wastewater operations and maintenance, we offer expertise in many other service areas that may be of interest to the City. These include, but are not limited to:

- Customer service and billing.
- Capital project financing and management.

VI. Cost Estimate

As required, we have provided our cost estimate in a separately sealed envelope.

VII. Sample Work

Company Experience

Severn Trent is a leading operator of water and wastewater assets. With experience spanning over 40 years, and an extensive footprint covering 18 states, our company provides contract management, full billing and customer services, operations support and systems improvements for more than 200 municipal, industrial, and commercial water and wastewater clients across the U.S. In 1983, the company was incorporated in Texas as Severn Trent Environmental Services, Inc.

Severn Trent has developed companywide business systems to address and direct the quality and control aspects of the day-to-day business. We are committed to delivering the highest level of quality and have implemented a strategic plan to ensure the accomplishment of this. The success of any quality assurance (QA)/quality control (QC) program is buy-in from top management down through each level and function of the organization. The key components of these systems, which are implemented as a standard practice at our projects, include:

- Process control.
- Asset management.
- Capital planning.
- Security, risk management and safety.
- Employee empowerment to achieve business objectives.
- Training, certifications and advancement opportunities.
- Hiring and staff development processes.

Financial Qualifications

As a national operator with Severn Trent Environmental Services, Inc. (the contracting entity) does not generate independent financial statements. Our financial information is consolidated for financial reporting purposes under Severn Trent Plc, a recognized industry leader in the global marketplace. For the fiscal year ending March 31, 2016, the parent company reported a group profit before interest and taxes of $752.16 million (conversion rate as of March 31, 2016). The company also has received the following recognition:

- Listed on the Financial Times Stock Exchange (FTSE) 100 Index, a share index of the 100 most highly capitalized companies listed on the London Stock Exchange (trading symbol: SVT.L).
- Listed on the Dow Jones STOXX Sustainability Europe Index, which tracks European sustainability leaders and is comprised of the leading 20% of the Dow Jones STOXX 600 Index.

Clients Similar in Scope and Scale

Houston (Kingwood), Texas



Severn Trent's relationship with the Kingwood area of Houston began in 1974 when five utility districts selected Severn Trent as the company that could assist them in correcting their operational problems. It has grown from that time as facilities and systems were added up until the area was annexed by the City of Houston in 1996.

When the City annexed Kingwood, we stayed on (without a contract until one could be negotiated) and assisted the City by continuing our services to the customers and helping City staff transition parts of the scope over to municipal operations. This included a smooth and efficient transition of meter reading, billing, collection and customer service. Additionally, we met with the City to brief staff on all aspects of operation and administration including a major upgrade of the treatment facilities for which groundbreaking had just taken place. Because we were involved in this multi-phased project from the beginning, we were able to bring the City up to speed quickly and ensure a successful completion.

We are currently responsible for providing water and wastewater services to approximately 81,000 residents. The wastewater portion of the contract includes five activated sludge WWTPs; 287 miles of collection system and 42 lift stations. The water system includes 23 wells; 12 WTPs utilizing chlorination, fluoridation and polyphosphate injection; 22 ground and seven elevated storage tanks; 315 miles of distribution system and three booster stations.

Severn Trent was instrumental in the design, installation, programming and maintenance of a Supervisory Control and Data Acquisition (SCADA) system that monitors and controls the water plants, wells and larger lift stations, and monitors the WWTPs and smaller lift stations. While operating concerns, especially during droughts, were the driving force behind the development of the system, significant savings were also realized in power, chemical and staff expenses.

Our technical services staff worked with engineers and analyzed the proposed expansion of the

Houston, Texas at a Glance

Contract Start:

April 28, 1997

Scope of Services:

WWTPs combined capacity 11.05 MGD, WTPs combined capacity 38.04 MGD, 23 wells, collection and distribution systems, 42 lift stations, 3 booster stations

Reference Contact:

Dan Ratnayake, Public Works & Engineering, WW Ops.
4545 Groveway, Houston, Texas 77087
713-569-6374; dan.ratnayake@houstontx.gov

Annual Contract Amount:

$5.05 million with a $750,000 repair and maintenance cap.

Highlights:

- ✓ Multiple treatment works
- ✓ Biosolids management
- ✓ Community engagement
- ✓ EPA enforcement action experience
- ✓ Operations during construction or upgrades

Kingwood Central wastewater facility. Severn Trent's recommended changes reduced the cost of construction significantly. The resulting modifications to the tank levels and improved oxygen transfer from the fine bubble diffusers eliminated additional construction of extra tanks and led to a 30% decrease in electricity usage as a result. We also created significant savings in power, chemical and staff expenses. The operational savings funded many projects that had been planned for future City bond issues including fully funding $1 million for a seven-inch thick concrete access road to the facility.

When two of the three sand filters at the wastewater plant were not operating properly, the City contacted the manufacturer, who recommended a complete tear out and construction of the underdrains for the sand filters (that would cost in the neighborhood of $600,000). We investigated the filters and determined that repairs needed to be made to an improperly seated backwash pump and the welds to the boots on the wash water side of the filters. The resulting repair cost of $9,773 was a fraction of the cost of the manufacturer's recommended solution and saved the City of Houston more than $590,000.



Our operation of one of the WWTPs was exceptionally innovative. Originally constructed with a capacity of 0.378 MGD, the plant only received about 0.005 MGD of flow. We devised a plan to reduce costs and avoid effluent violations by hauling raw sewage from the treatment plant lift station to the Kingwood plant until the flow increased to the point that this was no longer economical. We then developed a strategy that took many of the basins out of service until flows increased to match capacity. When a design deficiency in the chlorination chamber made it impossible to regulate chlorine residuals within allowable limits, Severn Trent corrected the problem by installing siphon tubes during the period when flow was only a fraction of capacity. Our installation of soft-start contactors and timers for the blowers trimmed electrical costs by approximately $6,000 a month.

Activated carbon filters are in place for odor control at many of the lift stations. In the case of Lift Station #16, the odor control has been appreciated by Kingwood High School and those attending events at the high school stadium and other sports facilities in the immediate vicinity. Our improvements in odor control, landscaping, mowing and housekeeping have helped to foster residents' sense of trust and security in the water and wastewater systems.

Severn Trent's approach to biosolids management and disposal as evolved as the needs of our client changed. Earlier in our contract, we were instrumental in assisting with the development and streamlining of the first Bioset system at the Kingwood wastewater plant. The Bioset chemical stabilization method of sludge processing produced Class A biosolids, which was then sold to sod farms. We were influential in confirming the feasibility of the Bioset's design and maintenance requirements to ensure effective long-term operations.

After 10 years of utilizing the Bioset system, the City requested more cost-effective means in which to dispose of biosolids. In 2010, Severn Trent was asked to research and identify the most economical, reliable, environmentally stable biosolids management approach for the Kingwood community that still allowed for true beneficial reuse. After conducting extensive research, we concluded that aerobic digestion, belt press

dewatering and land application would best meet the City's stated requirements. Modifications were implemented and we began employing these processes in a matter of months.

Beyond the basic implementation of industry best practices, our team in Houston also prides itself on developing innovative solutions to the many issues they face on a regular basis using new, yet proven technologies. A fine example of this effort was our local team's work with a Houston company to develop a program called BirdNest. This program allows data to be input real time through the use of cellular telephones and the real time data to be viewed live via the web. This program also performs necessary data calculations. Through this program, our team sets up accounts for City personnel to retrieve any data that has been historically entered via a customizable reporting system. Since the City can view this data via the web in a report format, the City is better informed on a daily basis of what is happening within the systems.

At the WTPs, we have been able to optimize the use and associated cost of chemicals such as chlorine, fluoride and polyphosphates through the support of our strong project and technical support teams. We have also been able to consistently produce and deliver safe and high-quality water to residents of the service area.



Another key component of the scope of work is the management of the distribution and collection system. Severn Trent's local team provides the highest level of management for the very critical and visible systems of pipes, valves and pumps. We strive to mitigate water loss and service disruption by ensuring all water main breaks are fixed on the same day they are reported to us. This can be very challenging during drought conditions when the systems are stressed.

A perfect example of the level of service that Severn Trent brings to the City of Houston can be seen in how we perform during emergencies and natural disasters. This became crucial during Hurricane Ike when our knowledge of the system enabled Severn Trent to keep the water system functioning throughout the storm and subsequent power outages. We utilized our vast experience with the Kingwood area system to ensure adequate stand-by generators and fuel were on hand before the storm hit. We utilized our previous disaster experience to innovatively manage elevated storage tanks prior to the storm so this water was available for customers once the storm passed and before power for normal operations was restored. In fact, the Houston Mayor commented in a television news broadcast that Kingwood was the only City of Houston system that was not affected by a system-wide boil water notice. Because of diligent work by our management and operations staff, the Kingwood water system has never suffered a system-wide loss of pressure or had to issue a boil water notice during any circumstance including drought, tornadoes, hurricanes and capacity shortfalls.

Severn Trent has been an integral part of the Kingwood community for many years. One way we have strived to give back to this community is by reaching out to the younger generation of the Kingwood area. Severn Trent believes educating the youth of today will be a positive influence on our future environment. We have worked with the local community college for more than 10 years by hosting the environmental class on a semi-annual field trip that brings class members out into the field to educate them on the environmental aspects of treating wastewater for a community such as Kingwood.

We have also sponsored learning activities and plant tours for elementary through high school students throughout the history of this project. Most recently, we chartered a bus and hosted a full day field trip for nearly 100 fourth grade students and their teachers. The program focused on water conservation and reuse, and included tours of the Kingwood water and wastewater systems as well as a boat tour of the Houston ship channel. Throughout the day, students heard a number of presentations on the importance of water to their future environment.

Severn Trent has long recognized the impact water and wastewater operations and land stewardship have on the quality of life of the surrounding community. The effluent of the Kingwood Central WWTP is consistently clear and of such high quality that fisherman often congregate at the receiving stream and a family of river otters has taken up residence near the effluent discharge. We reuse and recycle office and operational waste and reuse effluent water for sludge processing, plant cleaning and golf course irrigation.

Office areas have been landscaped to present a pleasing appearance. In addition, a diverse assemblage of birds that have rarely been observed in Kingwood (including Wilson's Warbler and American Pipit) are now seen regularly at the facility. In all, 77 different species of birds have been recorded in two years at the plant, including a Bald Eagle and Osprey.

Plaquemines Parish, La.



Severn Trent has provided reliable, cost effective water and wastewater operations in Plaquemines Parish since 1998. Far more than being simply a contractor, we partner with the Parish as it faces challenges in the effort to provide these vital services to their residents.

In 2007, following a serious contamination event caused by an outside source, Parish officials approached Severn Trent and asked for guidance to develop an early warning system to protect the water supply. We now have a total organic carbon (TOC) detector at every finished water location. There is also an alarm at every raw water intake that notifies our staff. Severn Trent's corporate experts advised and assisted us with the development and implementation of our revised water security plan.

Severn Trent and the Parish have experienced first-hand the devastation of hurricanes and the spirit that brings people together to rebuild after the storm when the Plaquemines Parish project – with 65 employees – was hit directly by Hurricane Katrina and any progress made after that storm was undone by Hurricane Rita. As it should be, Severn Trent's first concern was for our staff and initial efforts focused on locating all of our employees in the region. Supply caravans from our Houston office took much needed supplies to Louisiana and Human Resources representatives met with employees and addressed payroll issues to ensure our Louisiana staff received paychecks without interruption. We also helped reunite employee families that had been separated.

More than 50 Plaquemines Parish employees lost their homes – and Severn Trent staff throughout the region and across the country stepped up to make a difference. Our people collected clothing and supplies

while staff from Texas and Mississippi made multiple trips into the affected area with supplies. Employees also raised more than $16,000 for victims of Katrina and the company provided a matching donation. On a personal level, one Houston staff member took advantage of the space afforded by two additional houses on his property and hosted 18 people from four Plaquemines Parish families for three months. Another located housing for a displaced employee and his family and helped get them settled – providing transportation, locating assistance, registering for schools, etc. On a corporate level, Severn Trent responded to a plea from Common Ground Collective, a neighborhood volunteer relief organization in New Orleans, and donated disinfection equipment and chemicals to treat 60,000 gallons per day (gpd).

Plaquemines Parish, La.at a Glance

Contract Start:

January 1, 1998

Scope of Services:

WWTPs combined capacity 10.38 MGD, WTPs combined capacity 13.8 MGD, collection and distribution systems, 162 pump stations, 6 booster stations, customer service

Reference Contact:

Rev. Michael W. Jiles, Sr., Director of Public Service
8056 Hwy. 23, Ste. 200, Belle Chasse, LA 70037
504-297-5561; mjiles@ppgov.net

Annual Contract Amount:

$5.6 million with a $650,000 repair and maintenance cap. The Parish funded an additional $1 million for capital and maintenance.

Highlights:

- ✓ Large-scale WWTP
- ✓ Multiple treatment works
- ✓ Biosolids management
- ✓ Community engagement
- ✓ EPA enforcement action experience
- ✓ Operations during construction or upgrades

In addition to helping our employees deal with and recover from the effects of the hurricanes, Severn Trent worked to provide water and wastewater services to residents of the affected areas. Members of our Plaquemines Parish staff took refuge at the Belle Chase WTP, which has an emergency generator and was able to maintain water pressure except for a brief period during Hurricane Katrina. Additional generators were brought in to provide power for one of the wastewater plants and lift stations within that system, restoring service and compliant operations at that facility. These efforts had to be repeated after the Dalcour and Port Sulphur facilities were flooded during Hurricane Rita. Our Plaquemines Parish staff was augmented by TSG and other regional staff who spent weeks living in tents and helping our operations in the recovery process.

Approximately 2.6 billion gallons of wastewater was treated in 2015 at the Parish's nine different wastewater treatment facilities. Wastewater effluent is discharged to the Mississippi River. We produce Class A biosolids and are currently pursuing a new permit to allow the production of Class A biosolids continuously throughout the year, which we estimate will save more than $185,000 annually. We use process control and standard operating procedures to minimize odor issues. As part of this process, we carefully review each site and determine what appropriate procedures are needed. As part of the added value we bring to the project, we proactively address fats, oils and grease issues at lift stations by working one-on-one with business owners in affected areas.

Approximately 1.8 billion gallons of water was treated in 2015 at the Parish's five water treatment facilities that are located along and draw from the Mississippi River. Two facilities have alternate fresh water reservoirs to be utilized in the case salt water from the Gulf of Mexico intrudes into the Mississippi. During salt water intrusion, these plants may experience chloride levels ranging from the norm of 35 ppm to as high



as 700 ppm. Once chloride levels in the source reach 200 ppm, Severn Trent begins diluting with water from the reservoir to maintain approximately 180 ppm of chloride entering the facilities.

When circumstances require the use of the fresh water reservoirs, Severn Trent must address operational challenges. While the turbidity of the settled water entering the filter is much lower than during normal operations, the filter effluent turbidities are higher, which create shorter run times on the filters and require increased backwashing. Filter run times are approximately 100 hours during normal operations while they are reduced to as low as 30 hours on each filter when dilution is required. Severn Trent's plans to utilize the fresh water reservoirs throughout the year – whether salt water intrusion is present or not – will ensure water quality within the reservoirs. In addition, these plants can be bypassed and the areas served by an upstream plant if circumstances require.

In 2009, Severn Trent implemented a new computerized maintenance management system. Our experienced staff managed a seamless transition to this program for maintenance tracking and scheduling for drinking water and wastewater operations. The software improves productivity and efficiency of maintenance with intuitive screens and easy-to-access information at a reduced cost from the previous program. In addition, training for this program was provided in-house by Severn Trent staff.

We use a variety of technologies to meet new drinking water rules and regulations. In October 2015, we brought our new UV treatment system online at the Belle Chasse WTP. This system was put in place due to the "Long Term 2 Enhanced Surface Water Treatment Rule" for additional Cryptosporidium treatment. Since this system has gone online, we have also seen a significant reduction on TOC (Total Organic Carbon) in our drinking water. TOC removal is important because the disinfectants we use combine with organics to form disinfection by-products which can be harmful if the levels become too high.

Severn Trent is responsible for four major WWTPs and 12 smaller facilities including oxidation ponds and package plants as well as five WTPs, 162 lift stations, six booster stations, 360 miles of water lines, 157 miles of collection lines, eight water towers and three reservoirs and provides customer service and collections. In 2010, our project scope expanded to include the Plaquemines Parish Government Complex, formerly known as the State School, which includes a water tower and package WTP that we now operate and maintain.

Our community outreach projects include assisting the Parish with establishing electrical and sewer service for a community center to serve residents of the Diamond Park temporary housing community. The site was the temporary community center for events sponsored by YMCA, Save the Children, Take Off (a basketball program), Emergency Communities and other organizations involved in the Diamond community.

Claremore, Okla.



When we began operating and maintaining the City of Claremore's water and wastewater systems in 2010, the City had begun work required by the Oklahoma Department of Environmental Quality to bring the WWTP into compliance. The City was also having difficulty meeting potable water demands, being able to produce a maximum of 4.1 MGD while demands peaked at 5.5 MGD during the summer months.

Severn Trent immediately addressed extensive housekeeping requirements and has virtually eliminated the issues with filter flies and snails at the 2.6 MGD wastewater treatment plant. We modified maintenance to ensure compliance and added procedures to manually clean the grit unit and automatic bar screen more than four times per day until new units can be installed. We also addressed the solids overload and utilize drying beds to keep up with the plant's requirements. The facility underwent a rehabilitation that increased capacity to 3.5 MGD.

The WTP required extensive maintenance to meet the production needs for the community. To date, Severn Trent has successfully addressed THM problems, improved the production capacity to accommodate the needs of the community and made significant inroads on a number of housekeeping issues.

The City had requested that all chemical feed operations be in one location and we completed the relocation of the feed lines, tanks and a door in the near term. We worked with the City to establish a timeframe for replacing the granular activated carbon media in the filters while maintaining compliance with the current media in the interim.

Severn Trent has been able to maintain uninterrupted operations during implementation and transition to full operations for the upgrades at both plants. To facilitate a smooth conversion, we meet frequently with the director of public works and hold weekly meetings with the contractors and engineering company inspectors. We also meet monthly with the City and subcontractors.

Claremore, Okla. at a Glance

Contract Start:

July 1, 2010

Scope of Services:

6.4 MGD WTP, 3.5 MGD WWTP

Reference Contact:

Daryl Golbek, Director of Public Works
720 Ramm Rd., Claremore, Oklahoma 74017
918-341-1325; dgolbek@claremorecity.com

Annual Contract Amount:

$1.6 million.

Highlights:

- ✓ Addressed THM issues
- ✓ Helped City to meet potable water demands
- ✓ Improved production capacity
- ✓ Rehab project that increased capacity to 3.5 MGD
- ✓ Monthly meetings with City and subcontractors
- ✓ Improved housekeeping

Appendix A Required Forms

As required, we have provided the following forms:

- Non-Collusion Affidavit
- Business Relationship Affidavit

NON-COLLUSION AFFIDAVIT

STATE OF Pennsylvania)
) SS.
COUNTY OF Montgomery)

John Freebody, of lawful age, being first duly sworn on oath that (s)he is the agent authorized by the firm of Severn Trent Environmental Services, Inc. to submit the above Contract to the Mustang Improvement Authority.

Affiant further states that such firm has not paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the Mustang Improvement Authority, any money or other thing of value, either directly or indirectly, in the procuring of the Contract.

Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any state officials concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Contractor Signature

John Freebody, Chief Financial Officer
Printed Name/Title

Subscribed and sworn before me this 5th day of April, 2017

Notary Public

My Commission Expires:

March 17, 2020

(Seal)

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
NICOLE MANNON
Notary Public
HORSHAM TWP, MONTGOMERY COUNTY
My Commission Expires Mar 17, 2021

BUSINESS RELATIONSHIP AFFIDAVIT

STATE OF Pennsylvania)
) SS.
COUNTY OF Montgomery)

John Freebody, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Severn Trent Environmental Services, Inc. has provided the City of Mustang with operation and maintenance services since April 3, 2001. Beyond the performance of those services, neither Severn Trent nor any of its employees have any other business relationship with the engineer, engineering firm, architect, architectural firm, or any other party to this project.

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Severn Trent Environmental Services, Inc. has provided the City of Mustang with operation and maintenance services since April 3, 2001. Beyond the performance of those services, neither Severn Trent nor any of its employees have any other business relationship with the engineer, engineering firm, architect, architectural firm, or any other party to this project.

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

Severn Trent Environmental Services, Inc. has provided the City of Mustang with operation and maintenance services since April 3, 2001. Beyond the performance of those services, neither Severn Trent nor any of its employees have any other business relationship with the engineer, engineering firm, architect, architectural firm, or any other party to this project.

(If none of the business relationships hereinabove mentioned exists, affiant should so state.)

Contractor Signature

John Freebody, Chief Financial Officer
Printed Name/Title

SUBSCRIBED AND SWORN TO before me this 5th day of April, 2017

Notary Public
(Seal)

My commission expires:

March 17, 2021

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
NICOLE MANNON
Notary Public
HORSHAM TWP, MONTGOMERY COUNTY
My Commission Expires Mar 17, 2021

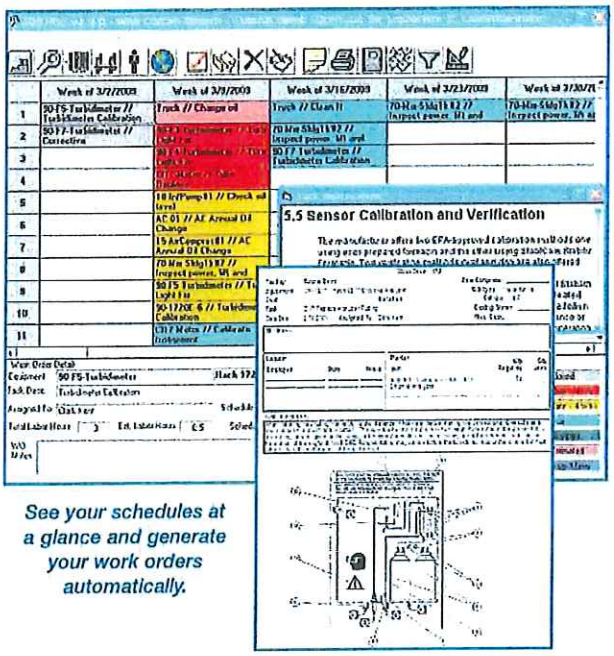
Appendix B Hach Software Details

Hach JOB Cal® Plus

Overview

Hach JOB Cal Plus is a Computerized Maintenance Management Software (CMMS) solution that provides easy-to-set up and easy-to-use maintenance tracking and scheduling for drinking water, wastewater and industrial markets. The software helps you improve the productivity and efficiency of your maintenance department with intuitive screens and easy access to information.

- *Provides a cost-effective maintenance scheduling solution. It automatically builds an interactive color-coded calendar for simplified management of your work order activities. In addition it includes many industry standard reports to help you manage your maintenance operations and provide business information.*
- *Easily track purchasing, inventory, vendors and labor. The software also integrates and displays equipment drawings, pictures and instructions. All data can be filtered and sorted in numerous ways with standard and custom reports.*



See your schedules at a glance and generate your work orders automatically.

= Completed (closed)
RED = Greater than 4 weeks overdue
YELLOW = Up to 4 weeks overdue
CYAN = To be completed
TEAL = Skipped
PINK = Estimated by meter
BLUE = Due by date/meter

Features and Benefits

Easy To Set Up

The system is easy and intuitive to set up– simply enter your equipment, tasks, and scheduling information. The system automatically generates work orders and updates the calendar. Set up a single database or use multiple databases to group and organize your maintenance operation.

Easy To Use

No more complicated procedures to determine your work schedule. The color-coded calendar immediately shows work orders that are open, completed and overdue. With the touch of a button, work orders can be marked as closed, rescheduled, deleted, skipped, printed, emailed, etc. You can also create corrective work orders as they happen. All job information is placed in a history file and can be accessed at any time.

Easy to Generate Maintenance Operations Reports

Get industry standard maintenance and business reports with the click of a mouse. Hach JOB Cal Plus includes many standard maintenance reports that make it easy for you to review your overall maintenance program. Built-in reports include equipment history (track equipment with the most activity), open work orders, equipment listings and many more.

Tracking Capabilities

- Calendar– Automatically adjusts as work is scheduled and completed
- Equipment– Track assets for maintenance with drawings and descriptions
- Inventory– Track spare parts and assign parts to work orders
- Purchasing– Generate and track purchase orders for inventory items
- Vendors– Track vendors by item and cost
- Labor– Personnel can be assigned to jobs and recorded in the history report
- Work Orders– Each work order can include details including who worked on the job, what parts were used and the total job cost. Consumed parts are automatically removed from inventory.
- Reports– Standard reports plus the ability to create custom reports

Continued on next page.

DW WW PW IW E C FB

DW = drinking water WW = wastewater municipal PW = pure water / power
IW = industrial water E = environmental C = collections FB = food and beverage

Enhanced Productivity

- Graphics– Attach AutoCAD (dxf), bmp, jpg and gif files to work orders
- Calendar– Filter and sort the calendar. Change your view for a single individual, piece of equipment, type of equipment, location, task or priority. For example, you can view only high priority jobs for a certain employee. The flexible calendar has multiple views.
- Tasks– schedule work orders on a fixed basis (repeat job every XX days) or floating basis (repeat job XX days since the last time it was completed). Set priority of work orders and assign to personnel.
- Security– Define a full range of flexible security options and access for each user.
- Portability– Hach JOB Cal Plus Portable enables you to carry your work assignments, required materials, instructions, etc. within a mobile device. Synchronize the work orders to your handheld, complete the work, confirm completion of the work and synchronize the data automatically to your Hach JOB Cal Plus database.
- Support Materials– Attach manuals, operating procedures, troubleshooting information, and graphics to work orders

System Interfaces

Interface Hach JOB Cal Plus to your SCADA system for automatic data collection. Schedule maintenance based on run times, start counts or meter readings from your SCADA system. Interfaces for the most common systems include:

- *GE Fanuc (Intellution)– iFIX, Historian, Proficy, Cimplicity*
- *Rockwell Automation– RSView, RSViewSE*
- *Wonderware– InTouch, Historian*
- *CiTect, Lookout, Plantscape and many others*

System Requirements and Ordering Information

For more information on JOB Cal Plus, please call:
1-800-677-0067 or 505-892-6700 or visit: www.hach.com/im.

Also look for...

Hach Water Information Management Solution™ (Hach WIMS™)

Provides comprehensive and accurate information from all data sources, to allow more informed decisions. The software is available as a local, web-based, or enterprise solution with flexible payment options. *(See Lit. # 2644)*

Hach LAB Cal™

Designed specifically for the drinking water and wastewater systems, Hach LAB Cal provides simple and affordable sample scheduling and tracking solution for effective lab data management. The software builds a calendar that shows at-a-glance the status of all samples, tests to be run, chain of custody and more. *(See Lit. # 2647)*

Hach BOD Manager™

Reads data directly from the Hach HQ40d LBOD meter and automates your BOD bench sheets. It automatically calculates BOD, checks validity based on standard methods and user defined criteria, and securely stores the information. *(See Lit. # 2646)*

At Hach, it's about learning from our customers and providing the right answers. It's more than ensuring the quality of water—it's about ensuring the quality of life. When it comes to the things that touch our lives...

Keep it pure.

Make it simple.

Be right.

For current price information, technical support, and ordering assistance, contact the Hach office or distributor serving your area.

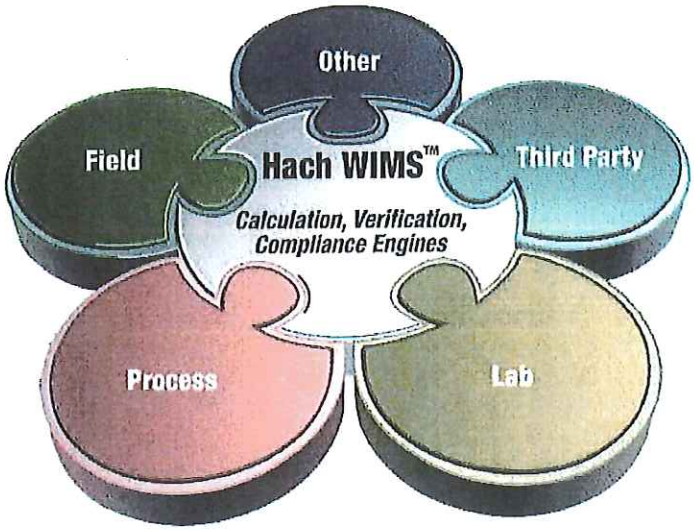
In the United States, contact:

HACH COMPANY
P.O. Box 389
Loveland, Colorado 80539-0389
U.S.A.
Telephone: 1-800-677-0067
E-mail: iimsales@hach.com
www.hach.com/im

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In the interest of improving and updating its equipment, Hach Company reserves the right to alter specifications to equipment at any time.

HACH®
Be Right™

HACH WATER INFORMATION MANAGEMENT SOLUTION™ (HACH WIMS™)



Hach Water Information Management Solution (Hach WIMS) brings data from across your drinking water and wastewater systems to a central, secure location for a complete picture of your system helping you to confidently make informed decisions.

Easily Monitor and Manage Operations

- Enter data once into the system to increase data accuracy
- Increase efficiencies by automatically collecting your SCADA, LIMS and other data and storing it in a central, secure database
- Access your data instantly, locally or over the web, to make more informed decisions
- Quickly troubleshoot system upsets, compliance issues and other problems with a large set of tools
- Set up personalized dashboards to monitor key data and gain quick access to reports and graphs.
- The software flags problems so you know exactly where they occurred
- Powerful audit trails allow you to trust your data

Improve Operations to Save Time, Money and Energy

- Easily identify cost reduction opportunities by comparing data from throughout your operation
- Quickly compare data in unique ways to get new perspectives of your operation
- Configure graphs for trend analysis, correlations and control charting.
- Historical records are safely stored and always available

Efficient Reporting and Visualization Saves Valuable Time and Provides Insights

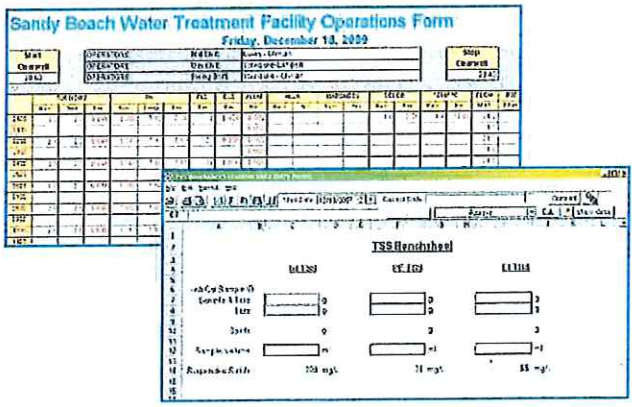
- Preprogrammed EPA and state report templates create paper and electronic regulatory reports (SWTR, DBR, NPDES, DMR, eDMR, MOR, SDWA, CCR, etc)
- Receive automatically scheduled reports on-screen, printed or delivered via email.
- Easily generate accurate business reports and graphs with a few keystrokes
- Over 100 built-in industry-specific formulas allow you to quickly and accurately perform complex calculation and easily handle data qualifiers

Configuration Options

- Configure Online and Multi-user solutions with more users, facilities, LIMS and SCADA interfaces, and enterprise database support to meet your specific needs.
- Add services and training for additional reports, dashboards, forms, etc and to learn how to perform more complex tasks

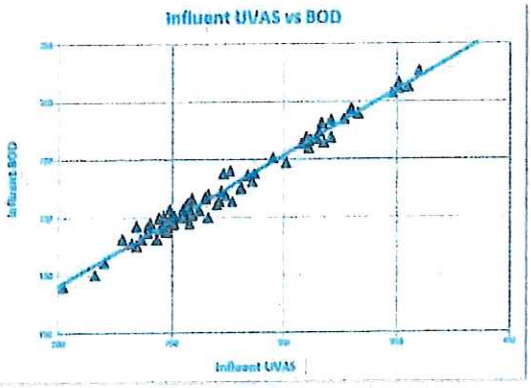
System Requirements and Ordering Information

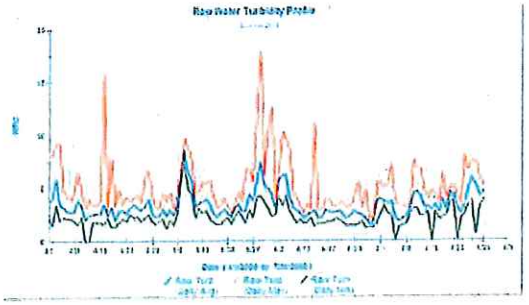
- Hach WIMS software runs on Windows-based PC's and supports the latest operating systems
- Hach WIMS comes with a standard SQL database and supports Microsoft SQL server and Oracle databases
- Hach WIMS Online requires an Internet Connection
- For specific information on hardware and software requirements contact us at 1 800 677 0067 or visit us at www.hachwims.com

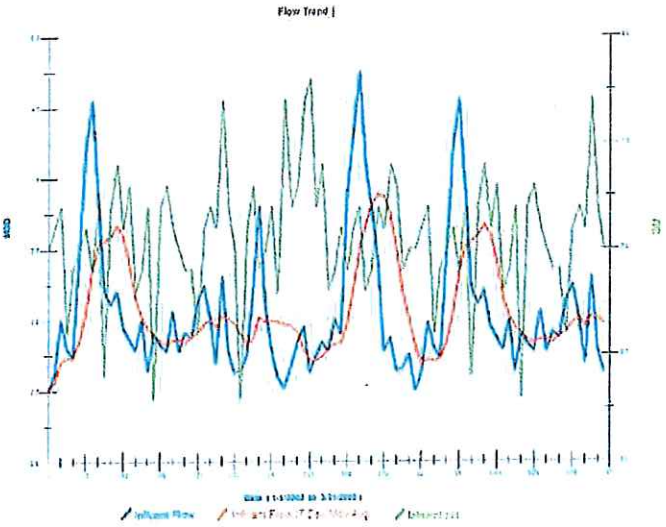


Data can be entered manually with user-defined data input forms or captured automatically.

HACH®
Be Right™







Readily analyze trends, correlations, probabilities and create control charts.

Additional Hach Integrated Information Management Products

Hach WIMS Lab Cal Module

Hach LAB Cal is a water laboratory data management system, specifically designed for drinking water and wastewater providing easy-to-use sample scheduling and tracking tools for effective lab data management. The visual environment takes the complexity out of managing your scheduled samples. Time-saving features, familiar formats, simple workflows, and pricing that is far less than traditional LIMS systems make Hach LAB Cal a very robust and cost-effective solution.

SCADA and LIMS Interfaces for Hach WIMS

Interfaces are available for all water and wastewater industry SCADA and LIMS systems. Hach SCADA and LIMS interfaces transfer data seamlessly and automatically to Hach WIMS.

Hach WIMS Portable Solutions

Hach WIMS Portable solution uses doForms™ on familiar Android, iPhone and iPad devices to allow field staff to collect data from anywhere, anytime.

Services

Hach offers a comprehensive set of services, such as training, programming, installation assistance, set up, configuration, and other specific customer requests to ensure successful use of Hach software.

Training

Hach training can be provided at a Hach Facility, at the customer site, or over the web. Training sessions can be tailored for each customer or provided for multiple customers in a structured classroom environment.

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CITY OF MUSTANG, OKLAHOMA

Cost Estimate for Operation, Maintenance, and Management of the Water and Wastewater Treatment Facilities

April 14, 2017







SEVERN TRENT



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Cost Estimate

Severn Trent is pleased to provide our cost estimate to the City of Mustang to continue to provide the operation, maintenance and management of water and wastewater treatment facilities. This document has been prepared in direct response to a request for proposal (RFP) that was issued in March 2017. As required, our proposal and qualifications submittal is provided separately.

Cost Summary

To provide the City with the most flexible approach to our partnership, Severn Trent proposes two pricing options for consideration. Both options are based on our long track record of success, coupled with our unparalleled understanding of the needs of the system.

1. The first option (Inclusive Base Fee) is in line with our historical relationship, and is very similar to our current approach. This option proposes a simple base fee that includes all the services listed below that we believe are required for the needed scope of work, with shared responsibility in areas such as maintenance. It must be noted that this base fee includes many items not specifically required in the RFP.
2. The second option (Alternative Base Fee with As-Needed Services) is custom-tailored with the same high-caliber service that you have come to expect. However; it includes a lower base fee for core services and provides other services on an as-needed-only basis. We believe this approach would allow you to control costs by limiting the use of these services should you modify policies or simply desire to lower costs.

In both options, the annual payment schedule would be 1/12th payment each month. The base fee would be adjusted annually per the annual Consumer Price Index for all Urban Consumers – Water and Sewerage Maintenance (CPI-U) for the U.S. City Average, as published by the U.S. Department of Commerce, Bureau of Labor Statistics. The details for each approach are outlined below. As requested in the RFP, the estimated breakdown for wastewater and water services in both cases is approximately 80/20, respectively.

We strongly encourage you to closely examine the inclusion of keys services we have historically performed in any competitive bids.

Pricing Option 1 – Inclusive Base Fee

Under this option, Severn Trent's approach is consistent with our current agreement. It includes all labor and services as outlined in the proposal and similar to the current contract. Again, this includes many items not specifically called for in the RFP such as equipment, computers, software, and miscellaneous components for the scope of work we have performed during the current term of the agreement. Also of note, this base fee contains all services currently provided including, but not limited to:

- Solids waste disposal site monitoring.
- Inclusion of Hach JOB Cal® Plus computerized maintenance management system (CMMS).
- Inclusion of Hach Water Information Management Solution (WIMS)™.
- Locate up to 400 "Okie Locate" requests per month including emergency callouts.

- Read up to 7,000 meters per month without exception.
- Turn on and off up to 110 water meters per week.
- Perform water turn off and lock up to 15 per week.
- Replace up to 20 meters per month.
- Perform high/low audits up to 15 per week.
- Record, monitor and report service pressure results for up to three per week.
- After-hours service.
- After-hours utility callouts from police and Supervisory Control Data Acquisition (SCADA) system within one hour.
- Flow test accuracy up to 15 meters per month.
- Point and leak repairs.
- Hydrant repairs.
- Dead-end line flushing.
- Daily arsenic testing of potable water before and after Oklahoma City blend point.

Pricing Option 1 – Inclusive Base Fee	Annual Fee
Annual Base Fee	$1,417,750.
Annual Repair and Maintenance Limit (as required in the RFP)	$175,000.
Total Estimated Annual Fee	**$1,592,750.**

Note, the above base fee of $1,417,750 per year, represents an annual savings of $95,930 over today's current base fee.

Pricing Option 2 – Alternative Base Fee with As-Needed Services

Under this option, a lower annual base fee of $1,163,933 covers daily operational and management services, while the additional services listed below would be accessed only as needed and billed on an actual time and materials basis. This approach allows the City to only pay for those services needed, while Severn Trent takes on responsibility for staffing utilization.

Pricing Option 2 – Alternative Base Fee with As-Needed Services	Annual Fee
Annual Base Fee	$1,163,933.
Annual Repair and Maintenance Limit (as required in the RFP)	$175,000.
Total Estimated Annual Fee	**$1,338,933.**

In this scenario, the following services would be invoiced on an actual time and expense basis, using an agreed-upon rate table. These services are not included in the Option 2 alternative base fee.

- Solids waste disposal site monitoring.
- "Okie Locate" requests including emergency callouts
- Meter turn on and turn offs.
- Perform water turn off and lock.



- Meter replacement.
- Meter high/low audits.
- Record, monitor and report service pressure results.
- After-hour service.
- After-hours utility callouts from police and SCADA system within one hour.
- Flow test meter accuracy.
- Point and leak repairs.
- Hydrant repairs.
- Dead-end line flushing.
- Daily arsenic testing of potable water before and after Oklahoma City blend point.
- Additional services beyond the capabilities of the onsite staff.

Sample Agreement

As the sample agreement provided in the RFP is essentially the same as our current agreement, Severn Trent foresees no difficulties working with City staff to come to final terms as described in the RFP negotiation process. We have had recent discussions with City staff about the need to update the agreement to more accurately reflect the actual work being done in the field, as well as updating various terms and conditions to bring the document into line with the business needs of both parties. It is our intent that upon selection, and final determination of the details of the scope or work and approach that best meets your needs, we will work closely together to develop an accurate, fair, and mutually acceptable agreement. As your long-term partner, we believe we have shown the flexibility and openness needed to continue meeting the needs of the citizens of Mustang.

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

JUNE 6, 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 **05/16/2017** MIA Minutes
*2. Claims List for **FY 2017**
*3. Approval to Turn **Past Due Utility Accounts** Over to the Collection Agency.
*4. Approval to **Declare Certain Items as Surplus and Authorize Disposal** of those Items.

E. INFORMATION/REPORTS

1. Trustee Manager

2. Trustees

F. DISCUSSION ITEMS

*1. **Public Hearing** on **Fiscal Year 2017-2018** Annual Budget for the City of Mustang, the Mustang Improvement Authority and Related Funds in Accordance with State Statutes.

*2. **Discussion, Consideration and Possible Action** regarding Approval of **Resolution No. 17-038**, Approving the **Fiscal Year 2017-2018** Budget for the City of Mustang, Mustang Improvement Authority and Related Funds.

*3. **Discussion, Consideration and Possible Action** regarding Awarding Services for Operation, Maintenance, and Management of the Water and Wastewater Treatment Facilities for the City of Mustang.

G. ADJOURNMENT

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

MUSTANG IMPROVEMENT AUTHORITY
MAY 16, 2017

The Mustang Improvement Authority met in regular session on Tuesday, May 16, 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, May 12, 2017, at 12:20 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 **7:55 p.m.**

B. ROLL CALL

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

Trustees Absent: **None**

C. NEW BUSINESS

None.

D. CONSENT AGENDA

1. Approval of **05/02/17** MIA Minutes.
*2. Claims List for **FY 2017**

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

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

E. INFORMATION/REPORTS

1. Trustee Manager

None.

2. Trustees

None.

F. DISCUSSION ITEMS

None.

G. ADJOURNMENT

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

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

Meeting was adjourned at **7:56 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				
17-0015	01-B0024	BANCFIRST	2009 OWRB NOTES PAYABLE	6/2017	201705315262	21,939.68
17-0026	01-B0024	BANCFIRST	2013 BOND PAYMENT	6/2017	201705315261	94,053.92
17-0017	01-E0043	EMSA	AMBULANCE ASSESSMENT	5/2017	201705315282	38,834.00
17-0674	01-E1106	EST ENGINEERING	ENGINEERING SERVICES	5/2017	39430	6,633.75
17-1843	01-G0030	GENERAL FUND	TRANSFER FROM MIA	6/2017	201705315273	182,000.00
17-0022	01-I0015	TYLER TECHNOLOGIES, INC	UB/COURT COMPONENTS/HOST	5/2017	025-191323a	192.00
17-1670	01-M0210	MUSTANG IMPROVEMENT AUTHORI	TRANSFER CIP FEE	6/2017	201706015300	30,366.00
17-1387	01-R0078	RED PRAIRIE DESIGN GROUP, P	DESIGN & CONSTRUCTION	6/2017	201706015302	36,251.00
17-0018	01-R0090	RISK MANAGEMENT FUND	WORKERS COMP FEES	6/2017	201705315266	6,250.00
					DEPARTMENT TOTAL:	416,520.35
DEPARTMENT: 75		SEWER				
17-1830	01-D0005	STATE OF OKLAHOMA	ANNUAL DISCHARGE PERMIT	5/2017	55029065	7,824.08
					DEPARTMENT TOTAL:	7,824.08
DEPARTMENT: 78		SANITATION				
17-0076	01-O0121	O.E.M.A.	MONTHLY SANITATION	6/2017	78499	82,980.49
					DEPARTMENT TOTAL:	82,980.49
					FUND TOTAL:	507,324.92