



Notice and Agenda Work Session Meeting of The Bixby City Council

Dawes Conference Room
113 West Dawes, Bixby, Oklahoma 74008
April 11th, 2022 at 5:00 P.M.

Call to Order

Mayor Guthrie

Roll Call

Gwen Plante

Agenda

1. Presentation and discussion on 111 Cabaniss Renovations.

Jared Cottle

2. Presentation and discussion on Parks Department Capital Improvement projects.

John Wood

3. Presentation and discussion on Code Enforcement Policies and Procedures.

Todd Blish

Notice of Posting

This Notice and Agenda was posted on the bulletin board April 8th on or before 5:00 p.m., at City Hall, 116 West Needles Bixby Oklahoma.

Respectfully submitted,

Lucy Christian
Interim City Clerk



City Council Meeting Agenda

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
April 11th, 2022 at 6:00 P.M.

Public comments are limited to items listed on the agenda. Those wishing to speak on agenda items will need to appear in the City Council Chamber.

Call to Order

Mayor Guthrie

Roll Call

Gwen Plante

Pledge of Allegiance

Invocation

Consent Agenda

City Clerk's Report

Consider and approve:

- a) Minutes for the Work Session meeting dated 03/28/22.
- b) Minutes for the City Council meeting dated 03/28/22.
- c) Discuss and/or approve the Proclamation for the National Telecommunicators Week 2022.
- d) Discuss and/or approve purchase to Digi Surveillance Systems in the amount of \$13,013.00, for replacement of current jail camera system. State Contract pricing.

- e) Request to approve repair and/or maintenance of recently purchased ambulances not to exceed \$16,215.77 to MHC Truck Leasing, funding from General Operating Budget.
- f) Approve purchase for Four (4) shade fabric replacements for Bentley Playground Shade Structures from USA Shade and Fabric Structures in the amount not to exceed \$12,000.00. Buy Board Contract Pricing.
- g) Discuss and/or take action on Funding Agreement with the Oklahoma Department of Transportation for the construction of the 126th & Memorial Traffic Signal.
- h) Discuss and/or take action on Construction Funding Agreement with the Oklahoma Department of Transportation for the Memorial Synchronization Project from the Creek Turnpike to 171st Street.
- i) Discuss and/or approve Change Order Request #6 for STP 121st and Mingo Intersection Improvement Project.
- j) Discuss and/or take action on purchasing new plows for the street department; total \$16,848.40.
- k) Discuss and/or approve purchase order of \$8,301.37 to recondition hydraulic hammer for the Street Department.
- l) Consider and take action on a Resolution and Encroachment Agreement between the City and Michael E. and Jessica N. David, regarding the encroachment of a single-family residence into a utility easement. Location: Lot Four (4), Block Three (3), The Enclave at Legacy, 19023 S. 91st Ct. E., Bixby, Oklahoma, 74133.

Regular Agenda

1. Request to approve a contract with Canfield Jenkins & Associates, LLC, to provide an emergency response analysis, strategic planning, workforce development, efficiency management and service delivery to the City of Bixby, not to exceed \$25,000.

Joey Wiedel

2. Acceptance of the FY-2021 Audit prepared by CBEW Professional Group, LLP, Certified Public Accountants.

Charles Barnes

3. Request authorization to purchase three (3) new F-550 Type-1 ambulances manufactured by Horton Emergency Vehicles totaling \$997,947.00.

Joey Wiedel

4. Request authorization to purchase five (5) Physio-Control LIFEPAK 15 units and applicable service agreements totaling \$109,950.00.

Joey Wiedel

5. Request authorization to purchase of five (5) patient stretchers, loaders, and stair chairs totaling and applicable service agreements totaling \$359,729.60.

Joey Wiedel

6. Motion to enter into Executive Session:

- a) Discussion on negotiations and/or purchase for certain real property at 7 E Dawes along with 109, 116, and 118 N. Armstrong, owned by Bixby Public Schools: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.3.
- b) Discussion on negotiations and/or purchase of certain real property or execution of a Development Agreement at 101 E. Dawes, owned by Cash & Catherine D Stevenson and/or their successors, Authority: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.3.
- c) Discussion on negotiations and/or purchase or lease of certain real property at 116 W McKennon Ave., owned by Bixby ACG LLC, Authority: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.3.

Mayor Guthrie

7. Motion to exit Executive Session and reconvene in open session.

Mayor Guthrie

8. Consider and/or take action, if necessary, on the purchase of real estate at 7 E Dawes along with 109, 116, and 118 N. Armstrong, owned by Bixby Public Schools.

Mayor Guthrie

9. Consider and/or take action, if necessary, on the purchase of real estate or execution of a Development Agreement at 101 E. Dawes, owned by Cash & Catherine D Stevenson and/or their successors.

Mayor Guthrie

10. Consider and/or take action, if necessary, on the purchase of real estate at lease of certain real property at 116 W McKennon Ave., owned by Bixby ACG LLC.

Mayor Guthrie

11. City Manager's Report

Jared Cottle

12. New Business

Mayor or Vice-Mayor

13. Adjournment

Mayor or Vice-Mayor

Notice of Posting

This Notice and Agenda was posted on the bulletin board this day of April 8th, 2022, on or before 6:00 p.m., at City Hall, 116 W. Needles Bixby Oklahoma.

Respectfully Submitted

Lucy Christian
Interim City Clerk

For Special Accommodations

Persons who require a special accommodation to participate in this meeting should contact Acting City Clerk, Charles Barnes: 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430 or email [Interim City Clerk, Lucy Christian](mailto:lcchristian@bixbyok.gov) (lcchristian@bixbyok.gov), as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a Telecommunication Device for the Deaf may contact **Oklahoma Relay** at 1-800-722-0353 and voice calls should be made to 1-800-522-8506 to communicate via telephone with hearing telephone users and vice versa.

Bixby Public Works Authority Meeting

Board of Trustees
Municipal Building
116 W. Needles Ave., Bixby, OK 74008

April 11th, 2022

Time: 6:00 P.M. or immediately Following the City Council Meeting

Call to Order

Chairman

Roll Call

Secretary

Consent Agenda

Secretary's Report

Consider and approve:

- a) Minutes for Bixby Public Works Authority regular meeting 03/28/22.
- b) Discuss and/or approve purchasing one 3500 HD Silverado with Redding dump bed for the Public Works Department Water Division from Mark Allen Chevrolet; total \$66,900.

Regular Agenda

1. New Business

Chairman

2. Adjournment

Chairman

Notice of Posting

This Notice and Agenda was posted on the bulletin board this day of April 8th, 2022, on or before 6:00 p.m., at City Hall, 116 W. Needles Bixby, Oklahoma.

Respectfully Submitted

Lucy Christian
Interim Secretary

For Special Accommodations

Persons who require a special accommodation to participate in this meeting should contact Acting City Clerk, Charles Barnes: 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430 or email [Interim City Clerk, Lucy Christian](mailto:lcchristian@bixbyok.gov) (lcchristian@bixbyok.gov), as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a Telecommunication Device for the Deaf may contact **Oklahoma Relay** at 1-800-722-0353 and voice calls should be made to 1-800-522-8506 to communicate via telephone with hearing telephone users and vice versa.



City of Bixby City Council Work Session Meeting Minutes

Dawes Conference Room
113 W Dawes, Bixby, Oklahoma 74008
March 28th at 5:00 P.M.

The Special Work Session agenda for the regularly scheduled meeting of the City of Bixby was posted on the bulletin board at City Hall, 116 W Needles Ave, Bixby Oklahoma on March 25, 2022, on or before 5:00 p.m.

Mayor Guthrie called the meeting to order at 5:04 p.m. Deputy City Clerk, Gwen Plante called the roll and the following members were present.

Members Present

Guthrie
Blair
Founds
Girard
Revelis

Staff Present

Phil Frazier, City Attorney
Charles Barnes, Finance Dir.
Bea Aamodt, Public Works Dir.
Donna Crawford, Dev. Services
Marc Kutz, Asst. Fire Chief
Todd Blish, Police Chief
Justin Dowd, Asst. Engineer
Gwen Plante, Deputy City Clerk

Mayor Guthrie said item #1 on the Work Session agenda is:

1. Discussion on Mobile Food Vendor Ordinances, Regulations, Programs, and Events.

Presented by Jared Cottle

Mayor Guthrie said item #2 on the Work Session agenda is:

2. Discussion on FY 2023 Budget.

Presented by Charles Barnes

Discussion continued.

No action was taken.

The adjournment was called at 5:59 p.m.

Mayor

Attest

City Clerk



City of Bixby City Council Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
March 28th, 2022 at 6:00 P.M.

The agenda for the regularly scheduled meeting of the City Council of the City of Bixby was posted on the bulletin board at City Hall, 116 West Needles Avenue, Bixby, Oklahoma on March 25, 2022 on or before 5:00 p.m.

Mayor Guthrie called the meeting to order at 6:06 p.m.

Deputy City Clerk, Gwen Plante called the roll and the following members were present.

Members Present

Guthrie
Blair
Founds
Girard
Revelis

Staff Present

Phil Frazier, City Attorney
Charles Barnes, Finance Dir.
Bea Aamodt, Public Works Dir.
Donna Crawford, Dev. Services
Todd Blish, Police Chief
Justin Dowd, Asst. Engineer
Gwen Plante, Deputy City Clerk

Pledge of Allegiance

Invocation was given by Phil Frazier

Mayor Guthrie said Item #1 on the Consent Agenda is:

City Clerk's Report

Consider and approve:

**Consider and
approve:**

- a) Minutes for the Work Session meeting dated 03/14/22.
- b) Minutes for the City Council meeting dated 03/14/22.
- c) Consider and/or take action on renewal of licensing subscription for MyGov software to provide remote licensing and permitting for City customers.
- d) Consider and take action on Resolution No. 2022-5 accepting QCD conveyances of surplus real property from Tulsa County along 151st Street.
- e) Consider and take action on continued participation in the Tulsa's Future Regional Economic Development partnership program.

Public comments are limited to items listed on the agenda.

Those wishing to speak on agenda items will need to appear in the City Council Chamber.

Mayor Guthrie asked if there were any comments or questions on the Consent Agenda.

Mayor Guthrie asked for a motion on the Consent Agenda. Councilor Founds made a motion to approve, seconded by Councilor Revelis. The vote was taken with the following results:

Carried 5-0

Ayes: Founds, Revelis, Girard, Blair, Guthrie

Nays: None

Mayor Guthrie said item #1 on the Regular Agenda is:

Public hearing to receive input on Tax Increment Financing District No. 3.

Presented by Steve Oakley

This items is regarding a Public Hearing to receive input on the Tax Increment Financing District No. 3. Steve Oakley presented and a detailed review was given for any input by council or the public. Questions were addressed during the public hearing.

Mayor Guthrie said item #2 on the Regular Agenda is:

Consider and approve Ordinance 2389 creating Tax Increment Financing District No. 3.

Presented by Steve Oakley

Mayor Guthrie asked for a motion on the Consent Agenda. Councilor Girard made a motion to approve, seconded by Vice Mayor Blair. The vote was taken with the following results:

Carried 5-0

Ayes: Girard, Blair, Revelis, Founds, Guthrie

Nays: None

Mayor Guthrie said item #3 on the Regular Agenda is:

Discussion and possible action to declare an emergency regarding Ordinance Number 2389 making it effective immediately upon passage and approval.

Presented by Steve Oakley

Mayor Guthrie asked for a motion on item #3. Councilor Girard made a motion to accept, seconded by Councilor Founds. The vote was taken with the following results:

Carried 5-0

Ayes: Girard, Founds, Revelis, Blair, Guthrie

Nays: None

Mayor Guthrie said item #4 on the Regular Agenda is:

Public hearing to receive input on Tax Increment Financing District No. 4.

Presented by Steve Oakley

This item is regarding a Public Hearing to receive input on the Tax Increment Financing District No. 4. Steve Oakley presented and a detailed review was given for any input by council or the public. Questions were addressed during the public hearing.

Mayor Guthrie said item #5 on the Regular Agenda is:

Consider and approve Ordinance 2390 creating Tax Increment Financing District No. 4.

Presented by Steve Oakley

Mayor Guthrie asked for a motion on item #5. Councilor Girard made a motion to accept, seconded by Councilor Revelis. The vote was taken with the following results:

Carried 5-0

Ayes: Girard, Revelis, Founds, Blair, Guthrie

Nays: None

Mayor Guthrie said item #6 on the Regular Agenda is:

Discussion and possible action to declare an emergency regarding Ordinance Number 2390 making it effective immediately upon passage and approval.

Presented by Steve Oakley

Mayor Guthrie asked for a motion on item #6. Councilor Founds made a motion to accept, seconded by Councilor Girard. The vote was taken with the following results:

Carried 5-0

Ayes: Founds, Girard, Revelis, Blair, Guthrie

Nays: None

Mayor Guthrie said item #7 on the Regular Agenda is:

Consider, discuss, amend, approve, reject or defer a resolution fixing the amount of bonds to mature each year, fixing the time and place the bonds are to be sold and authorizing the Clerk to give notice of said sale as required by law.

Presented by Charles Barnes

Mayor Guthrie asked for a motion on item #7. Councilor Founds made a motion to accept, seconded by Councilor Girard. The vote was taken with the following results:

Carried 5-0

Ayes: Founds, Girard, Revelis, Blair, Guthrie

Nays: None

Mayor Guthrie said item #8 on the Regular Agenda is:

Discussion and possible action on Bell Land Use, LLC, Neafus Property: Rezone (BXZO-21.20) from Single-Family Residential (RS-1) to Office Light (OL) with supplemental zoning through BXPUD-21.12 Planned Unit Development (PUD) General Location: 8050 East 131st Street South, Bixby, Oklahoma.

Presented by Donna Crawford

Discussion continued.

Mrs. Crawford said the minium set back from west property building set back 10' from existing line noting that 30' if roadway is vacated provided service units the airconditioning set back is 5'. Permitted building height is 35'. Screening: 8' privacy fence along the west property line, beginning 50' feet from 131st street to the SW corner of the tract upon development of the property.

See BXPUD-21.12 for specific requirements.

Mayor Guthrie asked for a motion on item #8. Vice Mayor Blair made a motion to accept, seconded by Councilor Girard. The vote was taken with the following results:

Carried 5-0

Ayes: Blair, Girard, Revelis, Founds, Guthrie

Nays: None

Mayor Guthrie said item #9 on the Regular Agenda is:

Discussion and possible action to declare an emergency regarding Ordinance Number 2386 making it effective immediately upon passage and approval.

Presented by Donna Crawford

Mayor Guthrie asked for a motion on item #9. Councilor Girard made a motion to accept, seconded by Vice Mayor Blair. The vote was taken with the following results:

Carried 5-0

Ayes: Girard, Blair, Revelis, Founds, Guthrie

Nays: None

Mayor Guthrie said item #10 on the Regular Agenda is:

Consider and take action on a Preliminary Plat for Abby's Business Park. (BXPT- 22.03)
General Location: 14600-block of South Kimberly-Clark Place, Bixby, Oklahoma, 74008.

Presented by Donna Crawford

Speakers: Joseph Watt, Sizemore and Assoc., 6660 S Sheridan Tulsa, OK; Victoria Oltman, 14127 S Winston Ave Bixby, OK.

Discussion cont.

Mayor Guthrie asked for a motion on item #10. Councilor Founds made a motion to accept, seconded by Councilor Revelis. The vote was taken with the following results:

Carried 5-0

Ayes: Founds, Revelis, Girard, Blair, Guthrie

Nays: None

Mayor Guthrie said item #11 on the Regular Agenda is:

Consider and take action on Bixby Meadows Final Plat (BXPT-19.10) Location: East 151st Street South and South Harvard Avenue, Bixby, Oklahoma, 74008.

Presented by Donna Crawford

Speakers: Jason Mohler, AAB Engineering.

Mayor Guthrie asked for a motion on item #11. Vice Mayor Blair made a motion to accept, seconded by Councilor Founds. The vote was taken with the following results:

Carried 5-0

Ayes: Blair, Founds, Revelis, Girard, Guthrie

Nays: None

Mayor Guthrie said item #12 on the Regular Agenda is:

Consider and take action on Rezone (BXZO-22.01), Single-Family Residential (RS-3) with supplemental zoning Planned Unit Development (BXPUD-22.01), South Yale Meadows General Location: SW/c East 151st Street South and South Yale Avenue, Bixby, Oklahoma, 74008.

Presented by Donna Crawford

Speakers: Pete Curtis, Developer, Owasso, OK; Byron Pepper, 14635 S 53rd E Ave Bixby, OK, would like to see more type of homes like White Hawk, size; Brian Cozad, 14425 S 50th E Ave, Bixby, OK, concerns with congestion and traffic; Christie Rooney, 14606 S 53rd E Ave Bixby, OK, concerns with congestion, safety, and traffic.

Discussion continued.

Mayor Guthrie asked for a motion on item #12. Vice Mayor Blair made a motion to accept with 1600 sq ft homes at 40% and 1700 and above at 60% masonry, seconded by Councilor Girard. The vote was taken with the following results:

Carried 5-0

Ayes: Blair, Girard, Revelis, Founds, Guthrie

Nays: None

Mayor Guthrie said item #13 on the Regular Agenda is:

Discussion and possible action to declare an emergency regarding Ordinance Number 2388 making it effective immediately upon passage and approval.

Presented by Donna Crawford

Mayor Guthrie asked for a motion on item #13. Councilor Founds made a motion to accept, seconded by Councilor Revelis. The vote was taken with the following results:

Carried 4-1

Ayes: Founds, Revelis, Blair, Guthrie

Nays: Girard

Mayor Guthrie said item #14 on the Regular Agenda is:

Consider and take action on South Yale Meadows Preliminary Plat (BXPT-22.04). General Location: NW/c East 151st Street South and South Yale Avenue, Bixby, Oklahoma, 74008.

Presented by Donna Crawford

Mayor Guthrie asked for a motion on item #14. Councilor Founds made a motion to accept, seconded by Vice Mayor Blair. The vote was taken with the following results:

Carried 5-0

Ayes: Founds, Blair, Revelis, Girard, Guthrie

Nays: none

Mayor Guthrie said item #15 on the Regular Agenda is:

Motion to enter into Executive Session

- a) Discussion on negotiations and/or purchase or lease of certain real property at 116 W McKennon Ave., owned by Bixby ACG LLC, Authority: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.3.
- b) Discussion on negotiations and/or purchase or lease of certain real property at 101 E. Dawes, owned by Cash & Catherine D Stevenson and/or their successors, Authority: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.3.
- c) Discussion on negotiations and/or purchase for certain real property at 114 E. Breckenridge, owned by First Baptist Church of Bixby, Oklahoma: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.3.
- d) Discussion on negotiations and/or purchase for certain real property at 6 E. Breckenridge, owned by Bixby Properties, LLC, Oklahoma: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.3.
- e) Discussion on negotiations and/or purchase for certain real property at 8453 E. 151st Street, owned by NMB Manufacturing, LLC Oklahoma: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.3.

Mayor Guthrie asked for a motion on item #15. Vice Mayor Blair made a motion to enter into executive session at 8:01 pm, seconded by Councilor Revelis. The vote was taken with the following results:

Carried 5-0

Ayes: Blair, Revelis, Girard, Founds, Guthrie

Nays: none

Mayor Guthrie said item #16 on the Regular Agenda is:

Motion to exit Executive Session and reconvene in open session.

Mayor Guthrie asked for a motion on item #16. Councilor Girard made a motion to exit executive session at 8:50 pm, seconded by Vice Mayor Blair. The vote was taken with the following results:

Carried 5-0

Ayes: Girard, Blair, Revelis, Founds, Guthrie

Nays: none

Mayor Guthrie said item #17 on the Regular Agenda is:

Consider and/or take action, if necessary, on the purchase of real estate at 116 W McKennon Ave., owned by Bixby ACG LLC.

Presented by Mayor Guthrie

Speakers: Victoria Oltman, 14127 S Winston Ave Bixby, OK

Mayor Guthrie asked for a motion on item #17. Councilor Founds made a motion to approve, seconded by Councilor Revelis. The vote was taken with the following results:

Carried 4-0-1

Ayes: Founds, Revelis, Blair, Guthrie

Nays: none

Abstain: Girard

Mayor Guthrie said item #18 on the Regular Agenda is:

Consider and/or take action, if necessary, on the purchase of real estate at 101 E. Dawes, owned by Cash & Catherine D Stevenson and/or their successors.

Presented by Mayor Guthrie

Speakers: Victoria Oltman, 14127 S Winston Ave Bixby, OK

Mayor Guthrie asked for a motion on item #18. Vice Mayor Blair made a motion to directing City Staff to continue negotiations on said property, seconded by Councilor Founds. The vote was taken with the following results:

Carried 4-0-1

Ayes: Blair, Founds, Revelis, Guthrie

Nays: none

Abstain: Girard

Mayor Guthrie said item #19 on the Regular Agenda is:

Discussion and recommendation on non-housing community development needs for the City of Bixby. The City of Bixby is planning to submit a FY 2022 application to Tulsa County in the Metro Cities category. If awarded funds, the City is anticipating on receiving approximately \$98,160.13 in Tulsa County FY 2022 CDBG funds from the U.S. Department of Housing and Urban Development.

Presented by Justin Dowd

Mayor Guthrie asked for a motion on item #19. Vice Mayor Blair made a motion to approve, seconded by Councilor Girard. The vote was taken with the following results:

Carried 5-0

Ayes: Blair, Girard, Revelis, Founds, Guthrie

Nays: none

Mayor Guthrie said item #20 on the Regular Agenda is:

Discussion and recommendation on non-housing community development needs for the City of Bixby and 2022 Community Development Block Grant (CDBG) funds.

Presented by Justin Dowd

Mayor Guthrie asked for a motion on item #20. Vice Mayor Blair made a motion to authorize the Mayor to execute the resolution for the CDBG 2022 application, seconded by Councilor Revelis. The vote was taken with the following results:

Carried 5-0

Ayes: Blair, Revelis, Girard, Founds, Guthrie

Nays: none

City Manager's Report

Ambulance service, the ambulances that council authorized the purchases for are in the shop and getting made ready; City is currently in process of a consultant study for our dispatch operations, with the addition of the ambulance services. Staffing, call logs currently sending to EMSA, software needs and space allocation needs. Joint operations with Jenks and surrounding communities.

Thank you to staff for the work on the CDBG income survey and the diligence to get that done in a short period of time, as this was not an easy task.

New Business

There being no new business

Recess the Regular Meeting at 7:56 p.m.

Adjournment was called at 9:01 p.m.

Mayor

City Clerk

Bixby Public Works Authority Meeting

Board of Trustees
Municipal Building
116 W. Needles Ave., Bixby, OK 74008
March 28TH, 2022

Time: 6:00 P.M. or immediately Following the City Council Meeting

The agenda for the regularly scheduled meeting of the City Council of the City of Bixby was posted on the bulletin board at City Hall, 116 West Needles Ave, Bixby, Oklahoma on March 25, 2022 on or before 5:00 p.m.

Deputy City Clerk Gwen Plante called the roll and all members were present.

Members Present

Guthrie
Blair
Founds
Girard
Revelis

Staff Present

Phil Frazier, City Attorney
Charles Barnes, Finance Dir.
Bea Aamodt, Public Works Dir.
Donna Crawford, Dev. Services
Todd Blish, Police Chief
Justin Dowd, Asst. Engineer
Gwen Plante, Deputy City Clerk

Consent Agenda

Mayor Guthrie said Item #1 on the BPWA Consent Agenda is:

Secretary's Report

Consider and approve:

- a) Minutes for Bixby Public Works Authority regular meeting 03/14/2022.

Mayor Guthrie asked for a motion on the BPWA consent agenda. Vice Mayor Blair made a motion to approve, seconded by Councilor Founds. The vote was taken with the following results:

Carried 5-0

Ayes: Blair, Founds, Revelis, Girard, Guthrie

Nays: None

Mayor Guthrie said Item #1 on the Regular BPWA Agenda is:

New Business

There being none.

Adjournment was called at 7:56 p.m.

Mayor

City Clerk

CONSENT ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve the Proclamation for the National Telecommunicators Week 2022.

INITIATOR: Chief Todd Blish

STAFF INFO.SOURCE : Angela Williams

BACKGROUND: To recognize National Telecommunicators Week 2022, in honor of the men and women whose diligence and professionalism keep the City of Bixby and our citizens safe. National Telecommunicators Week is to be observed the week of April 10th -16th of 2022.

EXHIBITS: Proclamation

KEY ISSUE: Acceptance of Proclamation

COUNCIL ACTION: Approve or Deny

RECOMMENDATION: Approve the Proclamation for the National Telecommunicators Week 2022.

ITEM NO: _____

MEETING DATE: 4/11/2022

MEETING: CITY

Proclamation

National Public Safety Telecommunicators Week

April 10th – 16th, 2022

Whereas, emergencies can occur at anytime that require police, fire or emergency medical services;
and,

Whereas, when an emergency occurs the prompt response of police officers, firefighters
and paramedics is critical to the protection of life and preservation of property; and,

Whereas, the safety of our police officers and firefighters is dependent upon the quality
and accuracy of information obtained from citizens who telephone the
Bixby police-fire communications center; and,

Whereas, Public Safety Telecommunicators are the first and most critical contact
our citizens have with emergency services; and,

Whereas, Public Safety Telecommunicators are the single vital link for our police officers
and firefighters by monitoring their activities by radio, providing them information
and insuring their safety; and,

Whereas, Public Safety Telecommunicators of the Bixby Police Department have contributed
substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas, each dispatcher has exhibited compassion, understanding and professionalism during
the performance of their job in the past year;

Therefore, Be It resolved that the City Council of Bixby declares the week of
April 10th - 16th, 2022 to be National Public Safety Telecommunicators Week in Bixby,
in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Mayor Brian Guthrie

CONSENT ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve purchase to Digi Surveillance Systems in the amount of \$13,013.00, for replacement of current jail camera system. State Contract pricing.

INITIATOR: Chief of Police Todd Blish

STAFF INFORMATION SOURCE: Angela Williams

BACKGROUND: The purchase will replace the existing analog camera system with a new Avigilon digital camera system. The quote includes cameras, programming, materials and installation of (8) new cameras. The project will be funded through the Capital Camera account.

EXHIBITS: Quote #004619

KEY ISSUE: Replacement of 16 year old analog camera system with a digital camera system.

COUNCIL ACTION: Approve or Deny

RECOMMENDATION: Approve purchase to Digi Surveillance Systems.

ITEM NO: _____

MEETING DATE: 4/11/2022

MEETING: CITY



We have prepared a quote for you

**City of Bixby - Police Station - Jail Camera
Addition - State Contract SW1048D**

Quote # 004619
Version 1

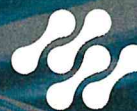
Prepared for:

City of Bixby

Heather Staley
hstaley@bixbyok.gov

STATE CONTRACT

11333 East 51st Place
Tulsa, OK 74146
www.digiss.com
(918) 824-2520



DIGI
SECURITY SYSTEMS

Wednesday, February 03, 2021

City of Bixby
Heather Staley
PO BOX 70
Bixby, OK 74008
hstaley@bixbyok.gov

Dear Heather,

Please see below quote regarding your request to replace your existing cameras at the Jail in City Hall.

All new Avigilon products come with a 5yr warranty and backed by a 1yr Digi workmanship warranty.

Avigilons new H5A anti-ligature corner cameras are designed for jail environments, and they come with built-in audio capabilities.

Digi will utilize the existing conduit to route cabling to cells.

If the existing conduit is not usable, Digi will install new conduit at State Contract pricing.

Partner has extra licenses keys that Digi will be utilizing for (8) cameras.

Scope of work:

Digi will remove existing cameras that are being replaced

Digi will run cabling to designated camera and switch locations

Digi will install new Avigilon cameras

Digi will terminate cabling for camera and switch locations

Digi will commission, program, and test all equipment

Digi will configure camera settings for optimal performance

Avigilon Equipment:

(5) 3MP H5A anti-ligature corner camera - 5 Holding Cells

(1) 12MP Fisheye - Booking Area

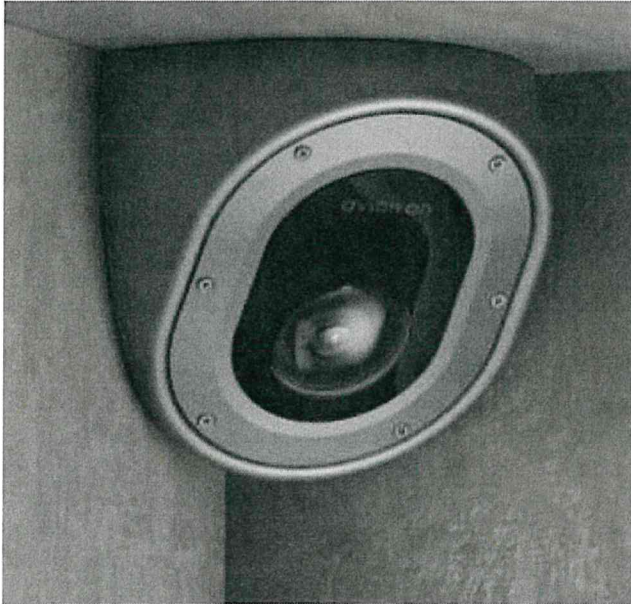
(2) 2MP H5M Mini-turret camera - Jail Entrance/Fingerprinting Area

H5A Corner Camera (Pictured)

11333 East 51st Place
Tulsa, OK 74146
www.digiss.com
(918) 824-2520



DIGI
SECURITY SYSTEMS



12MP Fisheye (Pictured)



2MP Mini-turret camera (Pictured)

11333 East 51st Place
Tulsa, OK 74146
www.digiss.com
(918) 824-2520



DIGI
SECURITY SYSTEMS



Please contact me with any questions.

Thank you,

Sean Hardani
Account Manager
Digi Security Systems - Tulsa

11333 East 51st Place
Tulsa, OK 74146
www.digiss.com
(918) 824-2520



DIGI
SECURITY SYSTEMS

Avigilon Cameras - Installation Materials - Labor

Description		Qty
3.0C-H5A-CR1-IR	H5A; Corner; CRS; 3.0 MP WDR; 3-9mm;IR	5
12.0-H4F-DO1-IR	12.0 MP, Fisheye Camera, Day/Night, 1.45mm f/2.2, Integrated IR	1
2.0C-H5M-DO1-IR	2.0C-H5M-DO1-IR	2
CABLE-CAT6-CMP-1	Cabling - Category 6 - Network - Plenum	8
DSS-CAM-INDOOR	DSS-INST-CAM-IN-JAIL Environment	8
DSS-PRO-MAT	Digi Professional Installation Materials	1
TECH-LABOR	Installation Services - Tech	1
TECH-SENIOR-LABOR	Installation Services - Senior Tech	1

Subtotal: **\$12,888.00**

11333 East 51st Place
Tulsa, OK 74146
www.digiss.com
(918) 824-2520



DIGI
SECURITY SYSTEMS

City of Bixby - Police Station - Jail Camera Addition - State Contract SW1048D

Prepared by:



Digi Security Systems - Tulsa

Sean Hardani
(918) 824-0001
seanh@digiss.com

Prepared for:

City of Bixby

PO BOX 70
Bixby, OK 74008
Heather Staley
(918) 366-8294
hstaley@bixbyok.gov

Quote Information:

Quote #: 004619

Version: 1
Delivery Date: 02/03/2021
Expiration Date: 04/29/2021

Quote Summary

Description	Amount
Avigilon Cameras - Installation Materials - Labor	\$12,888.00

Subtotal: \$12,888.00

Shipping: \$125.00

Total: \$13,013.00

This quotation does not include applicable taxes unless specifically listed above. Acceptance of this quote or any purchase order generated as a result of this quote indicates acceptance of the Digi standard terms and conditions. The Digi standard terms and conditions can be found at www.digiss.com or a copy may be requested from your Digi representative. This proposal is valid for 30 days. Conduit, back boxes and hangers are excluded from this proposal unless specifically listed above. All 120v work is excluded from this proposal unless specifically listed. Any and all painting and patching is excluded. Asbestos work of any kind is excluded from this proposal. No cost for any required abatement is included in this proposal. Any cancellation or returns may be subject to a restocking fee and other charges, for which the Purchaser shall be responsible.

Digi Security Systems - Tulsa

City of Bixby

Signature: _____

Name: Sean Hardani

Title: Account Manager

Date: 02/03/2021

Signature: _____

Name: Heather Staley

Date: _____

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Request to approve repair and/or maintenance of recently purchased ambulances not to exceed \$16,215.77 to MHC Truck Leasing, funding from General Operating Budget.

INITIATOR: Joey Wiedel, Fire Chief

STAFF INFORMATION SOURCE: Joey Wiedel, Fire Chief

BACKGROUND: During pre-purchase inspection, several items were noticed that needed repair and/or maintenance ambulances to bring ambulances to industry standards. Due to the complexity and time sensitive matter it is recommended that MHC Truck Leasing proceed with all repairs to get ambulances back in full operation.

EXHIBITS: See Attached

KEY ISSUE: The authorization to repair and/or maintenance of recently purchased ambulances.

FUNDING SOURCE: Fire Department General Operating Budget

COUNCIL ACTION: Approve or disapprove the authorization for the repair and/or maintenance of recently purchased ambulances.

RECOMMENDATION: Approve the authorization for the repair and/or maintenance of recently purchased ambulances.

Meeting Date: 4-11-2022
Location: City

Marc Kutz

From: Brian Coody <brcoody@yahoo.com>
Sent: Tuesday, April 5, 2022 3:16 PM
To: Marc Kutz
Subject: Fwd: ambulance estimate
Attachments: OWASO AMBO.xlsx; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Brearley, Matt" <Matt.Brearley@mhc.com>
Date: April 5, 2022 at 2:58:59 PM CDT
To: Brian Coody <brcoody@yahoo.com>
Subject: ambulance estimate

Please see attached spreadsheet for estimate on repairs

Matt Brearley | Service Foreman Tulsa, OK
MHC Truck Leasing - Tulsa
(918) 665-2971 x 4895 |

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WARNING: We take certain precautions to prevent viruses, but we are not responsible for loss or damage arising from the use of this e-mail or attachments.

BIXBY FIRE DEPARTMENT
AMBULANCE REPAIR AND MAINTENANCE

VIN 402102	PARTS	LABOR	CORE
side entry door paint repair	\$ 950.00	\$ 2,000.00	
REAR BRAKES	\$ 57.47	\$ 200.00	
RESEAL VALVE COVER	\$ 56.86	\$ 200.00	
PVC VALVE	NO PRODUCT	\$ 50.00	
WINDSHEILD REPAIR	\$ 150.00		
AIR LEAKS		\$ 250.00	
A/C BLOWER MOTOR	\$ 64.08	\$ 180.00	
HYDRO BOOSTER	\$ 354.56	\$ 330.00	\$ 40.00
ALIGNMENT	\$ 200.00		
EXHAUST LEAK		\$ 300.00	
DPF LIGHT ON AND ACTIVE	\$ 1,200.00	\$ 800.00	
TRANSMISSION COOLER LINES	\$ 100.00	\$ 300.00	
TRANSMISSION PAN LEAKING	\$ 29.14	\$ 200.00	
DOOR PANELS RH	\$ 500.01	\$ 180.00	
DOOR PANELS LH	\$ 500.01	\$ 180.00	
HOOD HANDLE	\$ 51.56	\$ 30.00	
SPIN ON TRANS FILTER	\$ 20.52	\$ 400.00	
OIL15W40	\$ 111.52		
OIL FILTER	\$ 10.95		
FUEL FILTER	\$ 12.66		
FUEL FILTER	\$ 45.13		
SPOT MIRROR AMAZON	\$ 65.01	\$ 100.00	

\$ 4,479.48 \$ 5,700.00 \$ 40.00 \$ 10,219.48

VIN 406138	PARTS	LABOR	CORE
FRONT BRAKES	\$ 61.17	\$ 200.00	
GLOW PLUGS	\$ 60.01	\$ 200.00	
SHORT IN LIGHTS		\$ 200.00	
HYDROBOOSTER	\$ 354.56	\$ 330.00	\$ 40.00
TRANSMISSION COOLER LINES	\$ 68.27	\$ 300.00	
AIR RIDE IN CAB INOPT		\$ 350.00	
OIL FILLER TUBE LEAKING	\$ 10.00	\$ 80.00	
AIR HORN INOPT		\$ 300.00	
EXHAUST STUDS MISSING	\$ 50.00	\$ 350.00	
EXHAUST GASKETS	\$ 47.74		
REAR HOUSING LEAKING	\$ 33.74	\$ 600.00	
POWER STEERING LINES	\$ 200.00	\$ 200.00	
SPIN ON TRANS FILTER	\$ 20.52	\$ 400.00	
OIL	\$ 111.52		
OIL FILTER	\$ 10.95		
FUEL FILTER	\$ 12.66		
FUEL FILTER	\$ 45.13		
DOOR PANELS RH	\$ 500.01	\$ 180.00	
DOOR PANELS LH	\$ 500.01	\$ 180.00	

\$ 2,086.29 \$ 3,870.00 \$ 40.00 \$ 5,996.29

\$ 16,215.77

CONSENT AGENDA

ITEM: Approve purchase for Four (4) shade fabric replacements for Bentley Playground Shade Structures from USA Shade and Fabric Structures in the amount not to exceed \$12,000.00. Buy Board Contract Pricing.

INITIATOR: John Wood

STAFF INFO: John Wood

BACKGROUND: Replace faded and thin shade fabric due to their age. If approve the new fabric colors will be Royal Blue and Desert Sand to match what is on Harmony Bridge.
The funding will come from Park Improvement funds set aside in Capital Budget FY 22

EXHIBITS: See attachments

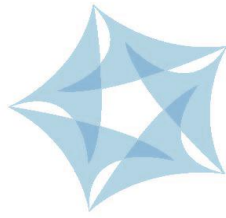
KEY ISSUE: Replace faded and thin fabric before it rips due to age.

COUNCIL ACTION: Approve/Deny

RECOMMENDATION: Approve

Consent Agenda

MEETING DATE 04/11/22



USA SHADE
& Fabric Structures®

Bentley Park

3/30/2022

Proposal valid for 15 Days

Proposal Prepared For:

City of Bixby

Buyboard Purchasing Contract

AZ: 289388 CA: 989458 LA: 61718 NV: 78724
NM: 383826 TN: 68712 DIR: 1000003533

Date: 3/30/2022

Proposal for USA SHADE & Fabric Structures

Project Information:				Sales Information:	
Purchaser:	City of Bixby	Contact:	John Wood	Sales Rep:	Angela Holmes
Project Name:	Bentley Park	Phone:	918-606-0585	Phone:	214-557-8210
Quote No:		Email:	Jwood@BixbyOK.gov	Email:	angela.holmes@usa-shade.com
PO No:		Fax:		Fax:	

Billing Information:		Shipping Information:		Jobsite Information:	
City of Bixby		City of Bixby		Bentley Park Sports Complex	
Buyboard Purchasing Contract		8765 E 146th St S		8505 E 148th Street South	
		Bixby, OK 74008		Bixby, OK 74008	
Contact:	Gladys Gill	Contact:	John Wood	Contact:	John Wood
Phone	918-366-0494	Phone	918-606-0585	Phone	918-606-0585
Email:	ggill@bixbyok.gov	Email:	Jwood@BixbyOK.gov	Email:	Jwood@BixbyOK.gov
Fax:		Fax:		Fax:	

CORPORATE ADDRESS:2580 Esters Blvd., Suite 100
DFW Airport, TX 75261**MAILING ADDRESS:**P.O. Box 3467
Coppell, TX 75019**REMITTANCE ADDRESS:**P.O. Box 734158
Dallas, TX 75373-4158**SOUTHERN CALIFORNIA:**1085 N. Main Street, Suite C
Orange, CA 92867**NORTHERN CALIFORNIA:**927 Enterprise Way, Suite A
Napa, CA 94558**ARIZONA:**2452 W. Birchwood Ave, Suite 112
Mesa, AZ 85202**LAS VEGAS:**6225 S. Valley View Blvd., Suite I
Las Vegas, NV 89118

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www.usa-shade.com 800-966-5005

AZ: 289388 CA: 989458 LA: 61718 NV: 78724 NV: 78724 NM: 383826 TN: 68712 DIR: 1000003533



Structure Pricing

Structure 1				
UNIT IMAGE	UNIT DETAILS			
	Unit Quantity:	1	Foundations By	Not Applicable
	Unit Type:	Wave	Grout Installation	Not Applicable
	Structure Size:	10x10	Footing Type:	
	USA Shade Model Number	404.5	Base Attachment:	
	Entry Height:	7&10	Anchor Bolts:	N/A
	No of Columns:	4	Concrete Cutting:	N/A
	No of Fabric Tops:	1	Dirt Removal:	N/A
	Fabric Type:	Shadesure	Surface Type:	Concrete
	Fabric Color:	Desert Sand	NOTES	
	Steel Finish:			
Steel Color:				
Electrical Provisions:				
PRICE	Cable/HDW Finish:	Galvanized		
	Concept No:			

Structure 2				
UNIT IMAGE	UNIT DETAILS			
	Unit Quantity:	1	Foundations By	Not Applicable
	Unit Type:	Wave	Grout Installation	Not Applicable
	Structure Size:	9x9	Footing Type:	
	USA Shade Model Number	404.5	Base Attachment:	
	Entry Height:	7&10	Anchor Bolts:	N/A
	No of Columns:	4	Concrete Cutting:	N/A
	No of Fabric Tops:	1	Dirt Removal:	N/A
	Fabric Type:	Shadesure	Surface Type:	Concrete
	Fabric Color:	Royal Blue	NOTES	
	Steel Finish:			
Steel Color:				
Electrical Provisions:				
PRICE	Cable/HDW Finish:	Galvanized		
	Concept No:			

Structure 3				
-------------	--	--	--	--



Structure Pricing

UNIT IMAGE	UNIT DETAILS			
	Unit Quantity:	1	Foundations By	Not Applicable
	Unit Type:	Wave	Grout Installation	Not Applicable
	Structure Size:	18x18	Footing Type:	
	USA Shade Model Number	404.5	Base Attachment:	
	Entry Height:	7&12	Anchor Bolts:	N/A
	No of Columns:	4	Concrete Cutting:	N/A
	No of Fabric Tops:	1	Dirt Removal:	N/A
	Fabric Type:	Shadesure	Surface Type:	Concrete
	Fabric Color:	Desert Sand	NOTES	
	Steel Finish:			
PRICE	Electrical Provisions:			
	Cable/HDW Finish:	Galvanized		
	Concept No:			

Structure 4

UNIT IMAGE	UNIT DETAILS			
	Unit Quantity:	1	Foundations By	Not Applicable
	Unit Type:	Wave	Grout Installation	Not Applicable
	Structure Size:	18x18	Footing Type:	
	USA Shade Model Number	404.5	Base Attachment:	
	Entry Height:	7&12	Anchor Bolts:	N/A
	No of Columns:	4	Concrete Cutting:	N/A
	No of Fabric Tops:	1	Dirt Removal:	N/A
	Fabric Type:	Shadesure	Surface Type:	Concrete
	Fabric Color:	Royal Blue	NOTES	
	Steel Finish:			
PRICE	Electrical Provisions:			
	Cable/HDW Finish:	Galvanized		
	Concept No:			

ACCESS/MISC.			
QTY	ITEM	DETAILS	COST
TOTAL FOR ACCESS/MISC ITEMS:			

PRICING TOTALS:	
Unit Total	Included
Accessories/Miscellaneous	
Shipping/Handling	Included
SUBTOTAL	
Sales Tax (9.25%)	Tax Exempt
Engineering	N/A
Installation	Included
TOTAL PRICE	\$11,141.22

PAYMENT TERMS:	
(1) Upon execution of the Agreement (Deposit)	100%
(2) Upon delivery of Unit(s)	
(3) Upon completion of assembly/installation	
(4) Other (specify):	Progress Billing
NOTES:	
Buyboard Purchasing Contract Pricing	

USA SHADE reserves the right to implement a surcharge for significant increases in raw materials, including the following, but not limited to: fuel, steel , fabric, and concrete. Proposal pricing is only valid for 15 Days due to the fluctuation in pricing. Due to recent significant increases experienced in raw steel and fabric materials, it may be necessary to order, invoice, and receive payments for steel and fabric as soon as final sizing can be determined.

ENGINEERING REQUIREMENTS		NOTES
Building Code	IBC 2015	
Wind Load	115 mph	
Snow Load	10 psf	
Drawing Size		
No. of Sealed Drawings		
Calculations Required		

INCLUSIONS / EXCLUSIONS					
INCLUDED	EXCLUDED	ENGINEERING REQUIREMENTS	INCLUDED	EXCLUDED	INSTALLATION - MISCELLANEOUS
☐	☒	Sealed Drawings & Calculations	☐	☒	Prevailing Wage / Certified Payroll
☐	☒	Permit Submittal	☐	☒	Union Wages
☐	☒	Permit Fee	☐	☒	Fencing
☐	☒	DSA Submittal & Fees	☐	☒	water and Electrical
☐	☒	Design and Engineering of Structure	☐	☒	Landscape Repair
☐	☒	Design and Engineering of Foundation	☐	☒	Demolition (Existing Structures)
☐	☒	Reactions and Loads for attachment to Walls, Rooftops, or Other	☐	☒	Payment and Performance Bonds
☐	☒	Foundation Location and Elevation Survey	☐	☒	Special Inspection Fees



Construction Assumptions

- 1) The designated area for our structures will be accessible by drive-up for unloading of our trucks and equipment, including personnel man-lifts, forklifts, etc. Should a crane be required and direct access not available, additional costs for such will be submitted by a Change Order.
- 2) Our pricing is based on the ability to perform all of our work with clear, sequential, and continuous access without interruption during normal daytime working hours. We have assumed one mobilization for the installation of foundations, steel and fabric; if additional mobilizations are required, there will be an additional charge. We will require exclusive access to the area for our work during the construction process.
- 3) Our pricing does not include daily site delays accessing the work areas. USA SHADE will submit a Change Order for any delays caused by other trades which interfere or cause us to stop working.
- 4) We will require site sanitary facilities and refuse containers by others within 200 feet of our work.
- 5) USA SHADE will leave its work and materials in a clean condition at the conclusion of our work.
- 6) Barricades and public security requirements are not included.
- 7) Unless specifically included in this proposal, this agreement does not include, and Company will not provide, services, labor, or materials for any of the following work: (a) removal and disposal of any materials containing asbestos or any hazardous materials as defined by the EPA; (b) moving Owner's property around the installation site; (c) repair or replacement of any Purchaser or Owner-supplied materials; or (d) repair of damage to existing surfaces that may occur when construction equipment and vehicles are being used in the normal course of construction.
- 8) Pricing for foundation design is based on drilled pier footings. In the event the geotechnical report requires an alternate configuration, any additional costs incurred will be submitted to the client by a Change Order.
- 9) Digging of our foundations will not be constrained by any existing concrete or utilities. USA SHADE will not be responsible for moving or repairing any underground utility lines such as electrical, telephone, gas, water, or sprinkler lines that may be encountered during installation.
- 10) Any additional costs incurred as a result of hard rock conditions requiring extra equipment, utility removal or repair, resulting in delay, will result in additional charges unless they are detailed on as-built site drawings provided to USA SHADE or marked on the ground and communicated to USA SHADE in writing prior to installation.

GENERAL TERMS & CONDITIONS AND WARRANTY

- 1) **Proposal:** The above proposal is valid for **1 Year** from the date first set forth above. After 30 days, we reserve the right to increase prices due to the rise in cost of raw materials, fuel, or other cost increases. When applicable, USA SHADE & Fabric Structures reserves the right to implement a surcharge for significant increases in raw materials, including, but not limited to; fuel, steel, and concrete. Due to the duration of time between proposals, contracts, and final installation, USA SHADE & Fabric Structures reserves the right to implement this surcharge, when applicable.
- 2) **Purchase:** By executing this proposal, or submitting a purchase order pursuant to this proposal (which shall incorporate the terms of this agreement specifically by reference) which is accepted by USA SHADE & Fabric Structures (the "Company"), the purchaser identified above ("you" or the "Purchaser") agrees to purchase Shade Structures brand shade structures ("Structures") and the services to be provided by the Company, as detailed in the "Structure Pricing" and "General Scope of Work" sections of this agreement, above, or in the relevant purchase order accepted by the Company, for use by Purchaser or for installation by Company or Purchaser on behalf of a third-party who will be the ultimate owner of the Structures (the ultimate owner of a Structure, whether Purchaser or a third-party, being the "Owner").
- 3) **Short Ship Claims:** Purchaser has 15 days from receipt of the structures to file a short ship report in writing to its sales representative. Company will not honor claims made after this time.
- 4) **Standard Exclusions:** Unless specifically included under the "General Scope of Work" section above, this agreement does not include, and Company will not provide, services, labor, or materials for any of the following work: (a) removal and disposal of any materials containing asbestos or any hazardous materials as defined by the EPA; (b) moving Owner's property around the installation site; (c) repair or replacement of any Purchaser or Owner-supplied materials; (d) repair of concealed underground utilities not located on prints supplied to Company by Owner during the bidding process, or physically staked out by Owner, and which are damaged during construction during normal course of construction.



- 5) **Bonding Guidelines:** If Purchaser will use or provide the Structures and Services for an Owner other than Purchaser (including, without limitation, as a subcontractor of Purchaser), Purchaser will include the following statement in Purchaser's contract with Owner:
- "The manufacturer's warranty for the Shade Structures brand shade structures is a separate document between USA SHADE & Fabric Structures and the ultimate owner of the Shade Structures brand shade structures, which will be provided to the ultimate owner at the time of completion of the installation and other services to be provided by USA SHADE & Fabric Structures. Due to surety requirements, any performance and/or payment bond will cover only the first year of the USA SHADE & Fabric Structures warranty."
- 6) **Insurance Requirements:** Company is not required to provide any insurance coverage in excess of Company's standard insurance. A copy of the Company's standard insurance is available for your review prior to acceptance of the Company's proposal.
- 7) **Payment:** Terms of payment are defined in the "Pricing Details" section and are specific to this contract. For purposes of this agreement, "Completion" is defined as being the point at which the Structure is suitable for its intended use, the issue of occupancy consent, or a final building department approval is issued, whichever occurs first. Progress billing and payment will be required. All payments must be made to Shade Structures, Inc., P.O. Box 734158, Dallas, TX 75373-4158. Company may use all remedies available to it under current laws including, but not limited to, filing of liens against the property and using a collection agency or the courts to secure the collection of the outstanding debt.
- 8) **Lien Releases:** Upon request by Owner, Company will issue appropriate partial lien releases as corresponding payments are received from Purchaser, but prior to receiving final payment from Purchaser or Owner. Company will provide a full release of liens upon receipt of final payment. In accordance with state laws, Company reserves the right to place a lien on the property if final payment has not been received 10 days prior to the filing deadline for liens.
- 9) **Site Plan Approval, Permit/s, Permit Fees, Plans, Engineering Drawings, and Surveying:** Site plan approval, permits, permit fees, plans, engineering drawings, and surveying are specifically excluded from this agreement and the Services unless specified under the "General Scope of Work". The Company does not in any way warrant or represent that a permit or site plan approval for construction will be obtained. Sealed engineered drawings that are required but not included in the "General Scope of Work" will result in an additional cost to Purchaser.
- 10) **Manufacturing & Delivery:** Manufacturing lead-time from Company's receipt of the "Notice To Proceed" is approximately 6 to 8 weeks for standard structures, and 8 to 12 weeks for custom structures. Delivery is approximately 1 week thereafter. Delivery of structures may be prior to or at start of assembly. Please note that these timelines do not include approval or permitting timeframes.
- 11) **Returned Product, Deposits, and/or Cancelled Order:** Within the first 45 days after shipment from our facility, all returned product(s) and cancelled orders are subject to a 50% restocking fee. No returns are available following this 45 day period. All deposits are non-refundable. All expenses incurred (engineering, site surveys, shipping, handling, etc.) are the responsibility of the Purchaser, up to notice of cancellation.
- 12) **Concealed Conditions:** "Concealed conditions" include, without limitation, water, gas, sprinkler, electrical and sewage lines, post tension cables, and steel rebar. This agreement is based solely on observations the Company was able to make either by visual inspection or by drawings and/or plans submitted by Owner at the time this agreement was bid. If additional Concealed Conditions are discovered once work has commenced, which were not visible at the time this proposal was bid, Company will stop work and indicate these unforeseen Concealed Conditions to Purchaser or Owner so that Purchaser and Company can execute a Change Order for any additional work. In any event, any damage caused by or to unforeseen Concealed Conditions is the sole responsibility of the Purchaser and Company shall not be held liable for any such damage. Soil conditions are assumed to be soil that does not contain any water, hard rock (such as limestone, caliche, etc.), rocks larger than 4 inches in diameter, or any other condition that will require additional labor, equipment and/or materials not specified by the Purchaser or Owner in the bidding process. Any condition requiring additional labor, equipment, and/or materials to complete the drilling or concrete operations will require a Change Order before Company will complete the process. Price quotes are based on a drilled pier footing. Any variation will incur additional charges (i.e. spread footings, concrete mat, sand, water, landfill, etc.). Costs for footing and installation do not include any allowance for extending below frost lines (the additional costs for which vary by geographical region).
- 13) **Changes in the Work:** During the course of this project, Purchaser may order changes in the work (both additions and deletions). Additionally, an approving agency may require changes in the work from the original design or engineering quoted and provided by the Company (both additions and deletions.) The cost of these changes will be determined by the Company, and a Change Order form must be completed and signed by both the Purchaser and the Company, which will detail the "General Scope of the Change Order". Should any Change Order be essential to the completion of the project, and the Purchaser refuses to authorize such Change Order, then Company will be deemed to have performed its part of the project, and the project and services will be terminated. Upon such termination, Company will submit a final billing to Purchaser for payment, less a labor allowance for work not performed but including additional charges incurred due to the stoppage. No credit will be allowed for materials sold and supplied, which will remain the property of the Purchaser.



14) **Indemnification:** To the fullest extent permitted by law, Purchaser shall indemnify, defend, and hold harmless the Company and its consultants, agents, and employees or any of them from and against claims, damages, losses and expenses, including, but not limited to, attorneys' fees related to the installation of the Structure or performance of the services, provided that such claim, damage, loss, or expense is attributable to bodily injury to, sickness, disease, or death of a person, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Purchaser or its agents, employees, or subcontractors, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in Section 15.

15) **Statement of Limited Warranty:**

- The structural integrity of all supplied steel is warranted for ten years.
- If assembly is provided by the Company, workmanship of the structure is covered for one year, including labor for the removal of any failed part, disassembly (if necessary), cost of shipping, and reassembly.
- All steel surface finishes are warranted for one year.
- Shadesure™, Colourshade® FR, eXtreme 32™, Commercial 95™, SaFRshade™, and Monotec 370™ fabrics all carry a ten year limited manufacturer's warranty against failure from significant fading, deterioration, breakdown, outdoor heat, cold, or discoloration. Should the fabric need to be replaced under the warranty, the Company will manufacture and ship a new replacement fabric at no charge for the first six years, thereafter pro-rated at 20% per year over the remaining four years. The following are exceptions to the preceding warranty terms:
 - Shadesure™ fabrics in Red, Yellow, Atomic Orange, Electric Purple, Zesty Lime, Cinnamon, Olive, and Mulberry carry a five year pro-rated
 - Fabric tops attached to Coolbrella™ structures carry a three year warranty;
 - Individual fabric tops measuring greater than 40' in length are covered by a non-prorated five year warranty;
 - Preconstraint 502™ waterproof membrane is subject to an eight year pro-rated warranty.
- Sewing thread is warranted for ten years.



General Limited Warranty Terms and Conditions

- These limited warranties are effective from the date of sale, or, if assembly is provided by the Company, upon receipt by Company from Purchaser of a completed and signed "Customer Checklist and Sign-off" form.
- In its sole discretion, the Company will repair and/or/replace defective structures, products or workmanship, or refund that portion of the price related to the defective product, labor, or service rendered.
- The Company reserves the right, in cases where certain fabric colors have been discontinued, to offer the Purchaser or Owner a choice of available alternative colors to replace the warranted fabric. The Company does not guarantee that any particular color will be available for any period of time, and reserves the right to discontinue any color for any reason, without recourse by the Purchaser or Owner of the discontinued fabric color.
- Should the Purchaser or Owner sell the structures to another party, the warranty cannot be transferred to the new owner without a complete and thorough on-site inspection performed by a Company representative. Please contact the Company at warranty@usa-shade.com for more details.
- All warranty claims covering Company supplied structures, products, and services must be submitted by Purchaser or Owner in writing to the Company within thirty days from the date of discovery of the alleged defect and must include a detailed description and applicable photographs of the alleged defect or problem. Warranty claims should be submitted by email to warranty@usa-shade.com.
- Purchaser or Owner agrees that venue for any court action to enforce these limited warranties shall be in the City or County of Dallas in the State of Texas, USA.
- These limited warranties are void if:
 - o the supplied structures, products, services and/or labor are not paid for in full;
 - o the structures are not assembled in strict compliance with USA SHADE specifications;
 - o any changes, modifications, additions, or attachments are made to the structures in any way, without prior written approval from the Company. Specifically, no signs, objects, fans, light fixtures, etc. may be hung from the structures, unless specifically engineered by the Company.
- These limited warranties do not cover defects and/or damages caused by:
 - o normal wear and tear;
 - o misuse, willful or intentional damage, vandalism, contact with chemicals, cuts and Acts of God (i.e. tornado, hurricane, micro/macros burst, earthquake, wildfires, etc.);
 - o ice, snow or wind loads in excess of the designed load parameters engineered for the supplied structures;
 - o use, maintenance, neglect, repair, and/or service inconsistent with the Company's written care and maintenance instructions, provided with the order.
- The limited warranties explicitly exclude:
 - o workmanship related to assembly not provided by the Company or its agents;
 - o fabric curtains, valances, and flat vertical panels;
 - o fabric tops installed on structures that were not engineered and originally supplied by the Company.
- THE COMPANY SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, LIQUIDATED, EXEMPLARY, OR PUNITIVE DAMAGES, OR ANY LOSS OF REVENUE, PROFIT, USE OR GOODWILL, WHETHER BASED UPON CONTRACT, TORT (INCLUDING NEGLIGENCE), OR ANY OTHER LEGAL THEORY, ARISING OUT OF A BREACH OF THIS WARRANTY OR IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE, USE, OPERATION OR REPAIR OF ANY PRODUCT OR SERVICE. IN NO EVENT WILL THE COMPANY BE LIABLE FOR ANY AMOUNT GREATER THAN THE PURCHASE PRICE FOR ANY PRODUCT OR SERVICE PROVIDED BY THE COMPANY.
- THE FOREGOING LIMITED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY FOR THE COMPANY'S PRODUCTS AND SERVICES, AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, IN LAW OR IN FACT. SELLER SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR PURPOSE, AND ANY IMPLIED WARRANTIES ARISING OUT OF COURSE OF DEALING OR PERFORMANCE OR TRADE USAGE. PURCHASER, BY ACCEPTANCE AND USE OF THIS LIMITED WARRANTY, WAIVES ANY RIGHTS IT WOULD OTHERWISE HAVE TO CLAIM OR ASSERT THAT THIS LIMITED WARRANTY FAILS OF ITS ESSENTIAL PURPOSE.

Colourshade ® and eXtreme 32™ are registered trademarks of Multiknit Pty. Ltd.

Commercial 95™ and SaFRshade™ are registered trademarks of Gale Pacific USA Inc.

Monotec 370™ is a registered trademark of PRO-KNIT Industries Pty. Ltd.

Preconstraint 502™ is a registered trademark of Serge Ferrari North America, Inc.



16) **Assembly/Installation:**

- Company will notify Purchaser of the scheduled assembly date. Owner agrees to have an owner representative meet the assembly crew at the job site on the scheduled assembly date to verify the exact location where the structure(s) is to be placed.
 - Labor for the removal, assembly, and/or freight charges will only be covered by Company in instances where the structures supplied and installed by Company are determined by the Company to be defective. In all cases where structures are not installed by Company, all labor for the removal, assembly, and/or freight of the structures will be the Purchaser's responsibility.
 - Installation prices are based on a single mobilization charge. If additional mobilizations are required, there will be additional charges.
 - If the requested services require Company access to Owner's premises, Company will be provided access to the Owner's premises free and clear of debris, automobiles, or other interference Monday ~ Friday during the hours of 8:00am to 6:00pm, and Company will have access to water and electrical facilities during installation. Additional charges will apply if utilities are not easily accessible. Where applicable, all vehicles will be moved prior to Company's crew beginning any installation.
 - Company will not be responsible for moving or repairing any underground utility lines such as electrical, telephone, gas, water, or sprinkler lines that may be encountered during installation.
 - Any additional costs incurred as a result of hard rock conditions requiring extra equipment, utility removal or repair resulting in delay will result in additional charges unless they are detailed on as-built site drawings provided to Company or marked on the ground and communicated to Company in writing prior to fabrication and installation.
- 17) **Installation/Assembly on-site:** Where installation/assembly is part of the services, Purchaser must provide the Company with a detailed drawing prepared by or for the Owner showing exactly where the structures are to be assembled as well as detailing any obstacles or other impediments that may cause the assembly process to be more difficult. Any fixture(s), e.g., playground, pools, etc., that the structures are to be assembled over must also be detailed, along with their peak heights (if applicable).
- 18) **Site/Use Review by Purchaser:** Company relies on the Purchaser to determine that the structures ordered are appropriate and safe for the Owner's installation site and/or intended use. Company is not responsible for damages or injuries resulting from collisions by moving objects or persons with the structure post(s). Company can recommend, or supply at additional cost, padding for posts from a third party manufacturer.
- 19) **Preparatory Work:** Where installation/assembly is part of the services and in the event that the foundation or job site is not suitable or ready for assembly to begin on the scheduled day, a Delay of Order notification must be sent to Company at least 4 working days prior, in order to allow Company to reschedule the project. In the event that Company is not notified and incurs an expense in attempting to execute the assembly, a re-mobilization charge may be charged to Purchaser before Company will reschedule the assembly.
- 20) **Delegation: Subcontractors:** The services and the manufacturing and assembly of the structures may be performed by subcontractors under appropriate agreements with the Company.
- 21) **Force Majeure: Impracticability:** The Company shall not be charged with any loss or damage for failure or delay in delivering or assembling of the structures when such failure or delay is due to any cause beyond the control of the Company, due to compliance with governmental regulations or orders, or due to any Acts of God, strikes, lockouts, slowdowns, wars, or shortages in transportation, materials or labor.
- 22) **Dispute Resolution:** Any controversy or claim arising out of or related to this agreement must be settled by binding arbitration administered in Dallas, TX by a single arbitrator selected by the parties or by the American Arbitration Association, and conducted in accordance with the construction industry arbitration rules. Judgment upon the award may be entered in any court having jurisdiction thereof.
- 23) **Entire Agreement; No Reliance:** This agreement represents and contains the entire agreement between the parties. Prior discussion or verbal representations by the parties that are not contained in this agreement are not part of this agreement. Purchaser hereby acknowledges that it has not received or relied upon any statements or representations by Company or its agents which are not expressly stipulated herein, including without limitation any statements as to the structures, warranties, or services provided hereunder.
- 24) **No Third-Party Beneficiaries:** This agreement creates no third-party rights or obligations between Company and any other person, including any Owner who is not also a Purchaser. It is understood and agreed that the parties do not intend that any third party should be a beneficiary of this agreement.
- 25) **Governing Law:** The agreement will be construed and enforced in accordance with the laws of the State of Texas.
- 26) **Assignment:** Purchaser may not assign this agreement, by operation of law or otherwise, without the prior written consent of Company. The agreement shall be binding upon and inure to the benefit of the Company and the Purchaser, and their successors and permitted assigns.



Executed to be effective as of the date executed by the Company:

NOTE: FOR ANY PURCHASE EQUAL TO OR EXCEEDING \$100,000.00 USD, NO WORK, OTHER THAN PRE-WORK, SHALL BE UNDERTAKEN WITHOUT A MUTUALLY ACCEPTABLE AND SIGNED CONSTRUCTION CONTRACT.

PURCHASER:

City of Bixby

SELLER:

Shade Structures, Inc. DBA USA Shade

Signature:

By: (Print)

Title:

Date:

Signature:

By: Angela Holmes

Title: Regional Manager

Date: 3/30/22

**NOTE: All purchase orders and contracts should be drafted in the name of
Shade Structures, Inc.**

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or take action on Funding Agreement with the Oklahoma Department of Transportation for the construction of the 126th & Memorial Traffic Signal.

INITIATOR: Justin Dowd, Engineering

STAFF INFORMATION SOURCE: Justin Dowd, Engineering

BACKGROUND: The City was awarded STP funding to design and construct a signal at the intersection of E 126th St S and S Memorial Dr. The City of Bixby is providing 30% matching funds, funded through local funds. The estimated City of Bixby portion of the funding is \$242,713.54 with a balance of \$566,334.00 in Federal funds supplied through the STP Program. The total construction cost is estimated at \$809,047.54.

The City is required to enter into a Funding Agreement with ODOT.

EXHIBITS: Funding Agreement, Invoice

KEY ISSUE: Funding Agreement

COUNCIL ACTION: Approve Funding Agreement

RECOMMENDATION: Approval.

ITEM NO: _____

MEETING DATE: 04-11-2022

MEETING: City Council

**STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION
PROJECT MAINTENANCE, FINANCING, AND RIGHT-OF-WAY AGREEMENT**

BIXBY: TRAFFIC SIGNAL MEMORIAL DR & 126TH STREET

Project No.: STP-272N(361)IG

State Job No.: 35212(04)

This Agreement, made the day and year last written below, by and between the City of **BIXBY**, hereinafter referred to as the Sponsor, and the Department of Transportation of the State of Oklahoma, hereinafter referred to as the Department, for the following intents and purposes and subject to the following terms and conditions, to wit:

WITNESSETH

WHEREAS, The Sponsor requested that certain street improvements be approved by the Oklahoma Transportation Commission, as were previously programmed by the Sponsor and described as follows:

Project Type	Div.	County	JP No	Project No.	Work Type	Description
INCOG	08	TULSA	35212(04)	STP-272N(361)IG	INTERSECTION MODIFICATION & TRAFFIC SIGNALS	BIXBY: TRAFFIC SIGNAL MEMORIAL DR & 126TH STREET

WHEREAS, the Department is charged under the laws of the State of Oklahoma with construction and maintenance of State Highways; and,

WHEREAS, the Department is, by terms of agreements with the Federal Highway Administration, responsible for the management and construction of certain federally funded projects within the corporate limits of cities within the State of Oklahoma; and,

WHEREAS, the Sponsor has been identified as the beneficiary and sub-recipient of such federally funded project; and,

WHEREAS, receipt of the benefits of this project will require that the Sponsor assume certain financial responsibilities; and,

WHEREAS, the Sponsor is a municipal corporation created and existing under the constitution and laws of the State of Oklahoma; and

WHEREAS, the laws and constitution of the State of Oklahoma impose financial restrictions on the Sponsor and its ability to ensure financial obligations; and,

WHEREAS, the Parties hereto recognize those financial limitations and agree that the financial obligations assumed by the Sponsor, by the terms of this Agreement, are enforceable only to the extent as may be allowed by law or as may be determined by a court of competent jurisdiction; and,

WHEREAS, it is understood that, by virtue of the Article 10, Section 26 of the Oklahoma Constitution, the payment of Sponsor funds in the future will be limited to appropriations and available funds in the then current Sponsor fiscal year.

NOW, THEREFORE: the Department and the Sponsor, in consideration of the mutual covenants and stipulations as set forth herein, do mutually promise and agree as follows:

SECTION 1: PROJECT AGREEMENT

1.1 If applicable, the Department will recommend approval of the project by the Federal Highway Administration.

1.2 The Sponsor agrees to comply with Title VI of the Civil Rights Act of 1964, 78 Stat. § 252, 42 U.S.C. § 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Part 21 - "Nondiscrimination in federally assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act 1964".

1.3 The DEPARTMENT and SPONSOR mutually recognize that each party is a governmental entity subject to the provisions of the Governmental Tort Claims Act (51 O.S. § 151 et seq.). The DEPARTMENT and SPONSOR hereby mutually agree that each is and may be held severally liable for any and all claims, demands, and suits in law or equity, of any nature whatsoever, paying for damages or otherwise, arising from any negligent act or omission of any of their respective employees, agents or contractors which may occur during the prosecution or performance of this Agreement to the extent provided in the Governmental Tort Claims Act. Each party agrees to severally bear all costs of investigation and defense of claims arising under the Governmental Tort Claims Act and any judgments which may be rendered in such cause to the limits provided by law. Nothing in this section shall be interpreted or construed to waive any legal defense which may be available to a party or any exemption, limitation or exception which may be provided by the Governmental Tort Claims Act.

1.4 The Sponsor understands that should it fail to fulfill its responsibilities under this Agreement, such a failure will disqualify the Sponsor from future Federal-aid funding

participation on any proposed project. Federal-aid funds are to be withheld until such a time as an engineering staff, satisfactory to the Department has been properly established and functioning, the deficiencies in regulations have been corrected or the improvements to be constructed under this Agreement are brought to a satisfactory condition of maintenance.

SECTION 2: ENGINEERING RESPONSIBILITIES

2.1 The Sponsor shall provide professional engineering services for the development of the Plans, Specifications and Estimates (PS&E) for this project. Design engineering for this project will be performed under the supervision of the Sponsor. Sponsor warrants to the Department that they will review the plans and will certify that the plans are acceptable to the Sponsor and are in full compliance with current standards and specifications.

2.2 Progress payments will be made to the consultant by the DEPARTMENT upon receipt of a properly executed claim form, approved by the SPONSOR, accompanied by suitable evidence of the completion of the work claimed, as detailed in the engineering contract.

2.3 The SPONSOR shall process and defend at its own expense, all claims, demands, or suits brought against the SPONSOR arising from the SPONSOR's execution, performance, or failure to perform any of the provisions of this agreement. No party to this agreement shall be liable for the acts or omissions of the other party or for the failure to inspect or supervise the performance of the other party. Each party shall be responsible for the acts of its own employees. Notwithstanding anything herein to the contrary, neither DEPARTMENT nor the SPONSOR waive any rights or privileges in its favor under the laws of Oklahoma and the Governmental Tort Claims Act.

2.4 When any alleged act, omission, negligence, or misconduct may be subject to the limitations, exemptions, or defenses which may be raised under the Governmental Tort Claims Act, Title 51 O.S. §151, et seq., all such limitations, exemptions and defenses shall be available to, and may be asserted by, the SPONSOR.

2.5 The Sponsor agrees to the location of the subject project and agrees to adopt the final plans for said project as the official plans of the Sponsor for the streets, boulevards, arterial highways and/or other improvements contained therein; and further, the Sponsor affirmatively states that it has or shall fully and completely examine the plans and shall hereby warrant to the Department, the Sponsor's complete satisfaction with these plans and the fitness of the plans to construct aforesaid project.

2.6 The Sponsor certifies that the project design plans shall comply, and the project when completed will comply, with the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 – 12213), 49 CFR Parts 27, 37 and 38 and 28 CFR parts 35 and 36. The Sponsor shall be exclusively responsible for integrated ADA compliance planning for all Sponsor streets, sidewalks and other facilities provided for public administration, use and accommodation, which is required of recipients and sub-recipients by 49 CFR § 27.11. State highways continued through corporate limits of the Sponsor shall be included in the Sponsor's comprehensive compliance plans.

2.7 To the extent permitted by law, all data prepared under this Agreement shall be made available to the Department without restriction or limitation on their further use, with exception of any documents or information that would be considered attorney/client privileged by the Sponsor.

2.8 The Department will conduct the environmental studies and prepare the National Environmental Protection Act documents as required for federally funded projects.

2.9 The Department will forward the environmental documents to FHWA for approval if applicable.

SECTION 3: LAND ACQUISITION AND UTILITY RELOCATION

3.1 The Sponsor warrants to the Department that, they have or will acquire all land, property, or rights-of-way needed for complete implementation of said project, free and clear of all obstructions and encumbrances and in full accordance with the Department's guidelines for Right-of-Way Acquisition on Federal-Aid Projects, the Uniform Relocation Act, the National Environmental Protection Act and all other applicable local, state and federal regulations.

3.2 The Sponsor shall be responsible for ensuring all proper tax documentation is filed and issued to recipients of funds paid on behalf of the Sponsor for Right-of-Way acquisition for this project.

3.3 The Sponsor warrants to the Department that it is knowledgeable of and will comply with the provisions of 42 U.S.C.A., Section 4601-4655 and 23 U.S.C.A., Section 323 (as amended) and 49 C.F.R. Part 24 in the acquisition of all right-of-way and the relocation of any displacees.

3.4 The Sponsor shall remove, at its own expense, or cause the removal of, all encroachments on existing streets as shown on said plans, including all buildings, porches, fences, gasoline pumps, islands, and tanks, and any other such private

installations and shall further remove or remediate any existing environmental contamination of soil and water from any source, known or unknown.

3.5 If the acquisition of right-of-way for this project causes the displacement of any person, business or non-profit organization, the Sponsor warrants it will provide and be responsible for the Relocation Assistance Program and all costs associated with the Relocation Assistance Program. The Department, upon request, will provide a list of service providers who have been prequalified to administer the Relocation Assistance Program. The Sponsor agrees to employ a service provider from the prequalified list provided by the Department. Prior to any relocation assistance payments to the Sponsor, all files with parcels requiring relocation assistance shall be submitted to the Department for audit and compliance review. The Sponsor shall notify the Department within seven (7) days of the date of an offer to acquire being provided to a property owner(s) on any parcel which will require relocation assistance. Written notifications regarding service providers, in-house personnel, appeals, offers to acquire or other related correspondence shall be properly addressed and remitted as follows:

Oklahoma Department of Transportation
Operations Division
200 N.E. 21st Street
Oklahoma City, Oklahoma 73105-3204

3.6 The Sponsor warrants that any procurement, using federal funds, of property, goods or professional and personal services required for this project will be acquired by the Sponsor in compliance with the federal procurement Regulations at 40 USC 1101-1104 (Brooks Act) and the Regulations for Administration of Engineering and Design Related Service Contracts at 23 C.F.R. Part 172, as well as provisions of State purchasing laws applicable to the Sponsor.

3.7 The Sponsor will certify to the Department prior to establishing a letting date that all existing utility facilities (if any) have been properly adjusted in full accordance with the Department's Right-of-Way and Utilities Division policies and procedures to accommodate the construction of said project; and will be solely responsible for payment of any and all contractor expenses, claims, suits and/or judgments directly resultant from any actual utility relocation delays.

3.8 The Sponsor shall have the authority pursuant to 69 O.S. § 1001 and 69 O.S. § 1004 to sell any lands, or interest therein, which were acquired for highway purposes as long as such sale is conducted in accordance with the above cited statutes.

3.9 The Sponsor agrees that if any property acquired utilizing Federal funding is disposed of or is no longer used in the public interest the Sponsor shall reimburse the Department at the current fair market value.

3.10 The Sponsor agrees to;

- Transmit copies of the instruments, including all deeds and easements, to the Department prior to the advertisement of bids for construction.
- Comply with the provisions of 42 U.S.C.A. § 4601-4655 and 23 U.S.C.A. § 323 (as amended) and, further comply with 49 C.F.R. Part 24 in the acquisition of all necessary right-of-way and relocation of all displacees.
- Convey title to the State of Oklahoma on all tracts of land acquired in the name of the Sponsor if the project is located on the State Highway System.

SECTION 4: FUNDING SUMMARY

4.1 The Department and the Sponsor agree that the project will be financed at a **not-to-exceed**, Funding Source INCOG total estimated cost of **\$566,334**, as described below:

FUNDING SOURCE =>			INCOG		Bixby	
STATE JOB PIECE NO.	DESCRIPTION	TOTAL ESTIMATED COST	SHARE (%)	AMOUNT	SHARE (%)	AMOUNT
35212(05)	Design -					
35212(06)	Right-of-Way -					
35212(07)	Utilities -					
35212(04)	Construction - (With 6% Inspection)	\$809,047.54	Capped at	\$566,334	Remainder	\$242,713.54
Total		\$809,047.54	Total=>	\$566,334	Total=>	\$242,713.54

4.2 Furthermore, the Department and the Sponsor agree that actual INCOG costs incurred by project phases **JP 35212(04)** may exceed initial estimates. Costs between these project phases will be administratively adjusted based on actual cost of each phase, within the total cost of this Agreement, without formal supplemental Agreement, in so far as the total project agreement is not exceeded.

4.3 It is understood by the Sponsor and the Department that the funding participation stipulated herein may be altered due to bid prices, actual construction supervision costs

and non-participating costs incurred during construction. The Sponsor will be responsible for payment of any estimated local funding prior to advertising the project for bid. Upon final acceptance of this project, the total project cost will be determined, and the final amount of local funds (if any) will be determined by the Department's Comptroller per the terms of this Agreement. A refund will then be made by the Department to the Sponsor or additional funding will be requested. The Sponsor agrees to make arrangements for payment of any Department invoice within 45 days of receipt.

SECTION 5: CONSTRUCTION RESPONSIBILITIES

5.1 The Sponsor agrees to comply with all applicable laws and regulations necessary to meet the Oklahoma Department of Environmental Quality (ODEQ) requirements for pollution prevention including discharges from storm water runoff during the planning and design of this project. Further, the Sponsor agrees and stipulates as stated in the ODEQ's *General Permit OKR10*, dated September 13, 2017 or latest revision, to secure a storm water permit with the ODEQ for utility relocations, when required. It is also agreed that the storm water management plan for the project previously described in the document includes project plans and specifications, required schedules for accomplishing the temporary and permanent erosion control work, the site specific storm water pollution prevention plan and the appropriate location map contained in the utility relocation plans.

5.2 The Sponsor's responsibility for environmental cleanup will be a continuing responsibility to remediate any and all known and unknown environmental damage throughout the duration of this agreement with the Department in compliance with State and federal regulations.

5.3 The roadway improvements and all devices specified herein shall not be altered, removed, or cease to be operative without mutual written consent of the Department and the Sponsor.

5.4 Upon approval of this agreement and the plans, specifications, and estimates by the Sponsor, the Department, and the Federal Highway Administration (if applicable), the Department will advertise and let the construction contract for this project in the usual and customary legal manner. It is agreed that the projects herein contemplated are proposed to be financed as previously described, and that this Agreement, all plans, specifications, estimate of costs, acceptance of work, payments, and procedure in general hereunder are subject in all things at all times to all local, state and federal laws, regulations, orders, approvals as may be applicable hereto.

5.5 The Department shall provide a copy of the executed construction contract to the Sponsor, upon receipt of a written request.

5.6 The Department will notify the Sponsor of pre-bid dates, bid opening dates, and Transportation Commission award dates in writing upon receipt of a written request.

5.7 The Sponsor agrees that prior to the Department's advertising of the project for bids (as to that part of the project lying within the present corporate limits) it will:

- Grant to the Department and its contractors, the right-of-entry to all existing streets, alleys, and Sponsor owned property when required, and other rights-of-way shown on said plans.
- Remove at its own expense, or cause the removal of, all encroachments on existing streets as shown on said plans, including all signs, buildings, porches, awnings, porticos, fences, gasoline pumps and islands, and any other such private installations.
- Prohibit parking on that portion of the project within the corporate limits of the Sponsor, except as may be indicated in the plans or hereafter approved by agreement with the Department. The Sponsor further agrees not to install, or permit to be installed, any signs, signals or markings not in conformance with the standards approved by the Federal Highway Administration and Manual on Uniform Traffic Control Devices (MUTCD).
- Comply with the Department's standards for construction of driveway entrances from private property to the highway, in accordance with the Department's manual entitled "Policy on Driveway Regulation for Oklahoma Highways", Rev. 5/96, 69 O.S. (2001) § 1210.
- Maintain all right-of-way acquired for the construction of this project, as shown on said plans, in a manner consistent with applicable statutes, codes, ordinances and regulations of the Department and the State of Oklahoma.
- Have the authority pursuant to 69 O.S. 2001 § 1001 and 69 O.S. 2001 § 1004 to sell any lands, or interest therein, which were acquired for highway purposes as long as such sale is conducted in accordance with the above cited statutes. Prior written approval by the Chief, Right-of-Way Division for the Department shall be required before any sale is made.

5.8 The Sponsor further agrees and warrants to the Department that, subsequent to the construction of said project, the Sponsor will:

- 1) Erect, maintain and operate traffic control devices, including signals, signs and pavement markings only in accordance with 47 O.S. 2011 §§ 15-104- 15-106, and subject to agreement of the Department:
 - a) In the event that any traffic signal installed hereunder is no longer needed for the purposes designated herein, then the traffic signal installed hereunder shall not be moved by the Sponsor to any other point other than that which is approved by the Department prior to such removal.
 - b) In the event there is no mutually agreed location for the reinstallation, the Sponsor will assume complete ownership of the equipment following removal, if the installation is ten (10) years old or older. If the installation is less than ten (10) years old and:
 - 1) In the event the Sponsor desires total ownership of the equipment, the Sponsor shall reimburse the Department the original federal funding percentage share for the original equipment cost only, amortized for a ten(10) year service life, interest ignored, and assuming straight line depreciation.
 - 2) In the event the Sponsor does not desire total ownership of the equipment, the Sponsor shall sell the equipment at public auction to the highest bidder. The Sponsor shall reimburse the Department the original federal funding percentage share of the proceeds of such sale.
- 2) Subject to agreement with the Department, regulate and control traffic on said project, including but not limited to, the speed of vehicles, parking, stopping and turns only in accordance with 47 O.S. 2011 §§ 15-104- 15-106, and to make no changes in the provisions thereof without the approval of the Department. It shall be the responsibility of the Sponsor to notify the Department of any changes necessary to ensure safety to the traveling public.
- 3) Maintain all drainage systems and facilities constructed, installed, modified or repaired in conjunction with this project or as may be otherwise necessary to ensure proper drainage for road surfaces constructed under the terms of this agreement.

- 4) Maintain all curbs and driveways abutting road surfaces constructed under the terms of this Agreement and all sidewalks adjacent thereto.
- 5) Maintain all right-of-way areas adjacent to road surfaces, including erosion control and periodic mowing of vegetation, in a manner consistent with applicable codes, ordinances and regulations.
- 6) For any portion of the project encompassed under this Agreement that is part of the State Highway System, the Sponsor shall maintain all that part of said project within the corporate limits of the Sponsor between the gutter lines and the right-of-way lines, and if no gutter exists, between the shoulder lines and the right-of-way lines, including storm sewers, all underground facilities, curbs and mowing, all in accordance with 69 O.S. Supp. 1994 §901 and all other applicable law.
- 7) On limited access highways where county roads or city streets extend over or under the highway or public roads are constructed on state rights-of-way but there is no immediate ingress and egress from the highway, responsibility shall be as follows:
 - a. The public roads as defined in OAC 730:35-1-2 shall be maintained by the city or county and shall be included in their roadway mileage inventory.
 - b. Where county roads or city streets extend over the highway, the roadway, approaches and bridge surfaces, including the deck, shall be maintained by the city or county. The approach guardrail, bridge structure, and highest clearance posting on the structure shall be maintained by the Department.
 - c. Where county roads or city streets extend under the highway, the roadway approaches and advance signing shall be maintained by the city or county. The Department shall maintain the approach guardrail, bridge structure and surface, and the height clearance posting on the structure.

5.9 The Sponsor further agrees and warrants to the Department concerning any sign and highway facility lighting included as part of this project:

- 1) The Sponsor will, upon notice from the Department Engineer, provide at its own expense all required electrical energy necessary for all preliminary and operational tests of the highway lighting facilities.

- 2) Upon completion of the construction of said project, the Sponsor will be responsible for the maintenance and cost of operation of these highway lighting facilities, including all appurtenances thereto and including the sign lighting facilities.
- 3) It is specifically understood and agreed that the highway lighting and sign lighting facilities specified hereunder shall be continuously operated during the hours of darkness, between sunset and sunrise, and shall not be altered, removed or be allowed to cease operation without the mutual written consent of the Department and the Sponsor.
- 4) The Sponsor agrees to provide, on a periodic schedule, an inspection, cleaning and re-lamping maintenance program to assure the maximum efficiency of the highway lighting facilities.
- 5) In the event that the highway lighting facilities installed hereunder are no longer needed for the purposes designated herein, then the highway lighting facilities installed hereunder shall not be moved by the Sponsor to any point other than which is approved by the Department prior to such removal.
- 6) In the event there is no mutually agreed location for reinstallation, the Sponsor will assume complete ownership of the equipment following removal if the installation is twenty (20) years old or older. If the installation is less than twenty years old and:
 - a) In the event the Sponsor desires total ownership of the equipment, the Sponsor shall reimburse the Department the original federal funding percentage share of the original equipment costs only, amortized for a twenty (20) year service life, interest ignored, and assuming straight line depreciation.
 - b) In the event the Sponsor does not desire total ownership of the equipment, the Sponsor shall sell the equipment at public auction to the highest bidder. The Sponsor shall reimburse the Department the original federal funding percentage share of the proceeds of such sale.

5.10 The Department will appoint competent supervision and inspection of the construction work performed by the construction contractor and will provide such engineering, inspection and testing services as may be required to ensure that the construction of the project is accomplished in accordance with the approved Plans,

Specifications and Estimates. The Department reserves the right to make such changes in said plans as may be necessary for the proper construction of said project.

- 1) The Sponsor agrees to provide such competent supervision as the Sponsor deems necessary during times that the work is in progress to ensure the completion of the project to the Sponsor's satisfaction and the Sponsor's representatives and the Department's representatives will cooperate fully to the end of obtaining work strictly in accordance with the plans and specifications.
- 2) The Sponsor will make ample provisions annually for the proper maintenance of said project, including the provision of competent personnel and adequate equipment, specifically, to provide all required maintenance of the project during the critical period immediately following construction and to keep the facility in good and safe condition for the benefit of the traveling public.
- 3) The Sponsor warrants to the Department that it will periodically review the adequacy of the aforesaid project to ensure the safety of the traveling public and should the Sponsor determine that further modifications or improvements be required, the Sponsor shall take such actions as are necessary to make such modifications or improvement. When operation modifications are required which in the opinion of the Department exceed the capability of the Sponsor's staff, the Sponsor agrees to retain, at the sole expense of the Sponsor, competent personnel for the purpose of bringing the improvement up to the proper standard of operation.
- 4) The Sponsor warrants and agrees that upon completion of the aforesaid project, the Sponsor assumes any and all financial obligations for the operation, use, and maintenance of the aforesaid project.

SECTION 6: NON-DISCRIMINATION CLAUSE

1. During the performance of this agreement, the Sponsor, for itself, its assignees and successors in interest, agrees as follows:

1) **Compliance with Regulations:**

The Sponsor shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this agreement.

2) **Nondiscrimination:**

The Sponsor, with regard to the work performed by it during the agreement, shall not discriminate on the grounds of race, color, sex, age, national origin, disability/handicap, or income status, in the selection and retention of contractors or subcontractors, including procurements of materials and leases of equipment. The Sponsor shall not participate either directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in appendix B of the Regulations.

3) **Solicitations for Subcontracts, Including Procurement of Materials and Equipment:**

In all solicitations, either by competitive bidding or negotiation, made by the Sponsor for work to be performed under a contract or subcontract, including procurements of materials or leases of equipment, each potential contractor or subcontractor or supplier shall be notified by the Sponsor of the Sponsor's obligations under this agreement and the Regulations relative to nondiscrimination on the grounds of race, color, sex, age, national origin, disability/handicap, or income status.

4) **Information and Reports:**

The Sponsor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the State Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a Sponsor is in the exclusive possession of another who fails or refuses to furnish this information, the Sponsor shall so certify to the State Department of Transportation, or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

5) **Sanctions for Noncompliance:**

In the event of the Sponsor's noncompliance with the nondiscrimination provisions of this agreement, the State Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including but not limited to:

- a. Withholding of payments to the Sponsor under the agreement until the Sponsor complies and/or
- b. Cancellation, termination, or suspension of the agreement in whole or in part.

6) Incorporation of Provisions:

The Sponsor shall include the provisions of sub paragraphs 1) through 5) in every contract or subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Sponsor shall take such action with respect to any contract or subcontract or procurement as the State Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance provided, however, that in the event a Sponsor becomes involved in, or is threatened with, litigation by a subcontractor or supplier as a result of such direction, the Sponsor may request the State Department of Transportation to enter into such litigation to protect the interests of the State; and, in addition, the Sponsor may request the United States to enter into such litigation to protect the interests of the United States.

SECTION 7: TERMINATION

7.1 This Agreement may be terminated by any of the following conditions:

- a) By mutual agreement and consent, in writing of both parties.
- b) By the Department by written notice to the Sponsor as a consequence of failure by the Sponsor to perform the services set forth herein in a satisfactory manner.
- c) By either party, upon the failure of the other party to fulfill its obligations as set forth herein.
- d) By the Department for reasons of its own and not subject to the mutual consent of the Sponsor upon five (5) days written notice to the Sponsor.
- e) By satisfactory completion of all services and obligations described herein.

7.2 The termination of this Agreement shall extinguish all rights, duties, obligations and liabilities of the Department and the Sponsor under this agreement. If the potential termination of this Agreement is due to the failure of either the Department or the Sponsor to fulfill their obligation as set forth herein, the non-breaching party will notify the party alleged to be in breach that possible breach of agreement has occurred. The party alleged to be in breach should make a good faith effort to remedy that breach as outlined by non-breaching party within a period mutually agreed by each part in writing

SECTION 8: GOVERNING LAW AND VENUE

- 8.1 Any claims, disputes or litigation relating to the solicitation, execution, interpretation, performance, or enforcement of this Agreement shall be governed by the laws of the State of Oklahoma and the applicable rules, regulations, policies and procedures of the Oklahoma Transportation Commission. Venue for any action, claim, dispute or litigation, mediation or arbitration shall be in Oklahoma County, Oklahoma.

SECTION 9: DISPUTE RESOLUTION

- 9.1 The parties hereto have entered into this agreement in the State of Oklahoma and the laws of the State of Oklahoma shall apply. The parties agree to bargain in good faith in direct negotiation to achieve resolutions of any dispute and, if such efforts are unsuccessful, to retain a neutral mediation service to mediate the dispute prior to the filing of any court action. Mediation shall be conducted in the Oklahoma City area and the costs of such mediation shall be borne equally by the parties. If mediation is not successful, venue for any action brought to enforce the terms of this agreement shall be in Oklahoma County, State of Oklahoma. Each party shall bear any cost and attorney fees incurred by the party in such litigation.

SECTION 10: PRIOR UNDERSTANDINGS

- 10.1 This agreement incorporates and reduces to writing all prior understandings, promises, agreements, commitments, covenants or conditions and constitutes the full and complete understanding and contractual relationship of the parties.

SECTION 11: AMENDMENTS OR MODIFICATIONS OF AGREEMENT

- 11.1 No changes, revisions, amendments or alterations in the manner, scope of type of work or compensation to be paid by the DEPARTMENT shall be effective unless reduced to writing and executed by the parties with the same formalities as are observed in the execution of this Agreement.

SECTION 12: RECORDS

12.1 The Sponsor is to maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred and to make such materials available at its respective offices at all reasonable times, during the agreement period and for three (3) years from the date of final payment under the agreement for inspection by the DEPARTMENT and the State Auditor and Inspector, and copies thereof shall be furnished to the DEPARTMENT, if requested.

SECTION 13: HEADINGS

13.1 Article headings used in this Agreement are inserted for convenience of reference only and shall not be deemed a part of this agreement for any purpose.

SECTION 14: BINDING EFFECTS

14.1 This Agreement shall be binding upon and inure to the benefit of the ODOT and the Sponsor and shall be binding upon their successors and assigns subject to the limitations of Oklahoma law.

SECTION 15: SEVERABILITY

15.1 If any provision, clause or paragraph of this Agreement or any document incorporated by reference shall be determined invalid by a court of competent jurisdiction, such determination shall not affect the other provisions, clauses or paragraphs of this Agreement which are not affected by the determination. The provisions, clauses or paragraphs of this Agreement and any documents incorporated by reference are declared severable.

SECTION 16: EFFECTIVE DATE

16.1 This Agreement shall become effective on the date of execution by the Department's Director or his designee.

IN WITNESS WHEREOF, the Director of the Department of Transportation, pursuant to authority vested in him by the State Transportation Commission, has hereunto subscribed his name as Director of the Department of Transportation and the Sponsor has executed same pursuant to authority prescribed by law for the Sponsor.

The Sponsor, _____ on this _____ of _____, 20____, and
the Department on the _____ day of _____, 20____.

THE CITY OF BIXBY

APPROVED AS TO FORM
AND LEGALITY

By _____
Bixby Attorney

By _____
Mayor

By _____
Attest: Bixby Clerk

(SEAL): Approved – THE CITY OF BIXBY

STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION

Recommended for Approval

Local Government Division Manager

Director of Project Delivery

APPROVED AS TO FORM
AND LEGALITY

APPROVED

General Counsel

Deputy Director

OKLAHOMA DEPARTMENT OF TRANSPORTATION

INVOICE

Make check PAYABLE, and MAIL TO:

**Oklahoma Department of Transportation
Comptroller Division
200 N.E. 21st Street
Oklahoma City, Oklahoma 73105-3204**

To: City of Bixby

Department Invoice No 3521204-01
4/5/2022

Project Type	Div	County	JP No	Project No.	Work Type	Description
INCOG	8	TULSA	3521204	J3-525(004)I G	INTERSECTIO N MOD. & TRAF. SIGNALS	BIXBY: TRAFFIC SIGNAL MEMORIAL DR & 126TH STREET

Construction JP# 3521204

Description – Explanation of Charge	Total	Federal	Sponsor
Due Date: Upon Receipt			
Total Estimate for Project Construction With 6% Construction Management	\$809,047.54	\$566,334	\$242,713.54
Accounting Use Only		Invoice Total	\$242,713.54

Distribution:

City
Remit with Payment
Division Project File
Comptroller Division

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or take action on Construction Funding Agreement with the Oklahoma Department of Transportation for the Memorial Synchronization Project from the Creek Turnpike to 171st Street.

INITIATOR: Justin Dowd, Engineering

STAFF INFORMATION SOURCE: Justin Dowd, Engineering

BACKGROUND: The City was awarded STP funding to improve traffic flow along Memorial from the Creek Turnpike to 171st Street by synchronizing traffic signals along the Memorial Corridor to each other, as well as the City of Tulsa.

ODOT required the City to enter a Funding Agreement and provide advanced payment of matching funds prior to ODOT bidding the project. ODOT bid the project, and the low bid was in excess of the Engineer's Estimate, which resulted in additional required City contributions. The overage must be covered prior to start of construction. The additional cost is \$316,392.34. The City's portion for this project is \$648,624.34 with a balance of \$877,864 in Federal funds supplied through the STP Program. The total construction cost is \$1,526,488.34.

EXHIBITS: Invoice

KEY ISSUE: Invoice

COUNCIL ACTION: Approve Invoice

RECOMMENDATION: Approval.

ITEM NO: _____

MEETING DATE: 04-11-2022

MEETING: City Council

OKLAHOMA DEPARTMENT OF TRANSPORTATION

INVOICE

Make check PAYABLE and MAIL TO:

Oklahoma Department of Transportation
Comptroller Division
200 N. E. 21st Street
Oklahoma City, OK 73105-3204

To:	City of Bixby	Division Invoice No.	3331504-02
	PO Box 70	Division Name:	Local Government
	Bixby, OK 74008	Date:	4/5/22

Description – Explanation of Charge		Quantity	Price Each	Total
Due Date:	UPON RECEIPT			
STP-272N(360)IG				
Traffic Signals				
BIXBY: TRAFFIC SIGNAL SYNCHRONIZATION FROM CREEK TURNPIKE TO 171ST STREET				
TOTAL ESTIMATED COST				\$1,526,488.34
(Less INCOG Funds)				(\$877,864)
(City Matching Funds)				(\$332,232)
<u>City Deposit for Federal Advanced Construction</u>				\$316,392.34
Invoice Total				<u>\$316,392.34</u>

Accounting Use Only

Distribution of Copies:
Purchaser
Remit with Payment
Division Project File
Division Accounting
Division Acctg-Invoice File
Comptroller

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve Change Order Request #6 for STP 121st and Mingo Intersection Improvement Project.

INITIATOR: Bea Aamodt, Director

STAFF INFORMATION SOURCE: Rick Bond, Benchmark

BACKGROUND: The 121st and Mingo Intersection Improvement Project is underway. The Oklahoma Department of Transportation has reviewed and submitted for approval change order No. 6.

The attached Change Order No.6 document includes the deletion of Pipe Rail fence and Type A Culvert End Treatment and the addition of 18” PCES.

Total = \$-29,667.98

EXHIBITS: Change Order #6

KEY ISSUE: STP Grant Projects – cost share

COUNCIL ACTION: Approve

RECOMMENDATION: Approve

ITEM NO: _____

MEETING DATE: 04-11-2022

MEETING: Council

Oklahoma Department of Transportation

Change Order

Contract ID	210195	Primary County	TULSA	Primary PCN	28656(04)
Change Order Nbr	006	Project	STP-172B(533)IG		
Contract Description	INTERSECTION MODIFICATION AND TRAFFIC SIGNALS CITY STREETS (SOUTH MINGO ROAD): AT THE INTERSECTION OF EAST 121ST STREET, 1.0 MILE EAST OF US-64 IN THE CITY OF BIXBY. PROJECT LENGTH = 0.410 MILES				
Change Order Type	CHANGE ORDER				
Zero Dollar Change Order	NO			Status	Draft

General Change Order Description(s): This change order was required to adjust the payment of removal of structures and obstructions because the scope of work changed such that the pipe rail fence along the southwest side of the project that was to be removed is now staying in place. The last two items of this change order were required because the appropriate end sections that were called out on the plan and profile were not put in as bid items. The culvert end treatments that were bid will be replaced with precast end sections.

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	New Revised Qty	Amount of Change
28656(04)	0330	0100	613(M) 7186	EA	\$2,600.00	2.00	2.00	-2.00	0.00	
			Item Description:		TYPE A4 CULVERT END TREATMENT				This Change:	\$-5,200.00
			Supplemental Description 1:						Prev Revised:	\$5,200.00
			Supplemental Description 2:						New Revised:	\$0.00
									Bid Contract:	\$5,200.00
									Net Change:	\$-5,200.00
									PCT Change:	-100 %
			Explanations:		The removal of this item was required because the profile sheets called for precast end sections but the drainage summary included cast in place culvert end treatments. These are being replaced by the included PCESs.					
28656(04)	0370	0100	619(A) 0920	LS	\$50,000.00	1.00	1.00	-1.00	0.00	
			Item Description:		REMOVAL OF STRUCTURES & OBSTRUCTIONS				This Change:	\$-50,000.00
			Supplemental Description 1:						Prev Revised:	\$50,000.00
			Supplemental Description 2:						New Revised:	\$0.00
									Bid Contract:	\$50,000.00
									Net Change:	\$-50,000.00
									PCT Change:	-100 %
			Explanations:		This item is being removed by this change order because the pipe rail fence that was originally scheduled to be removed will now be left in place. The items that will be still scheduled to be removed will be accounted for in Line No. 8011 of this change order.					
28656(04)	8011	0100	619(A) 0920	LS	\$19,000.00	0.00	0.00	1.00	1.00	
			Item Description:		REMOVAL OF STRUCTURES & OBSTRUCTIONS				This Change:	\$19,000.00
			Supplemental Description 1:		Reclassified				Prev Revised:	\$0.00
			Supplemental Description 2:		Omitting removal of pipe rail fence				New Revised:	\$19,000.00
									Bid Contract:	\$0.00
									Net Change:	\$19,000.00
									PCT Change:	100.00 %
			Explanations:		This item is being added to the change order to account for the items that are to be removed under the structures and obstructions pay item. The total scope of this pay item changed when the pipe rail fence that was originally scheduled to be removed has now been decided it will stay in place.					

Prj Nbr	Itm Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	New Revised Qty	Amount of Change
28656(04)	8012	0100	613(L) 5726	EA	\$1,088.67	0.00	0.00	6.00	6.00	
	Item Description:		18" PREFAB. CULVERT END SEC., ROUND						This Change:	\$6,532.02
	Supplemental Description 1:								Prev Revised:	\$0.00
	Supplemental Description 2:								New Revised:	\$6,532.02
									Bid Contract:	\$0.00
									Net Change:	\$6,532.02
									PCT Change:	100.00 %
	Explanations:		These items are necessary to add to the contract because they are called out on the profile sheets but were not included in the drainage summary. These end sections will be replacing the CET's that are being removed on this change order. Four additional units are being added for drainage structures at 408+69.98 and 409+27.28 that were not included in the drainage summary.							

TOTAL VALUE FOR CHANGE ORDER 006 : \$-29,667.98

Contract Time Adjustments
<i>No contract time adjustments are associated with this change order.</i>

Contract ID	210195	Primary County	TULSA	Primary PCN	28656(04)
Change Order Nbr	006	Project	STP-172B(533)IG		

Prime Contractor's Section

As the duly authorized representative of PARAGON CONTRACTORS, LLC, contractor for the above referenced project, I affirm that I have reviewed the above and foregoing prices, quantities and days for the changed or additional work, and I agree that the quantities and prices as are herein listed and the extension of time to perform the change or additional work as shown above will adequately compensate the contractor for the changed or additional work. I understand that the quantities as listed above are estimated and may be subject to revision upon audit of the project. I further understand that the change order/supplemental agreement fully compensates the contractor for the changed or additional work and is in lieu of cost accounting for the work actually performed or submission of a claim as provided by the standard specifications for highway construction and special provisions to the contract.

Signature

Name(Printed)

Company Title

Subscribed and sworn before me this _____ day of _____ year of _____

My commission expires _____

Notary Public

Commission Number

Oklahoma Department of Transportation Section

The prices for the additional items have been compared with other contract prices and are a fair amount for the work involved.

P.E. Seal

Respectfully requested by:

Department Personnel

Approval Date

Signature

Contract ID	210195	Primary County	TULSA	Primary PCN	28656(04)
Change Order Nbr	006	Project	STP-172B(533)IG		

Local Government Section

I acknowledge the work indicated on this Change Order. I understand the final costs of this work will be reflected in the final cost apportionment.

City/County Official

Date Acknowledged



March 10, 2022

Benchmark
Attn: Rick Bond

**RE: STP-172B(533)IG Tulsa County
Change Order Request**

Paragon Contractors, LLC would like to submit for your approval a change order request to eliminate relocation of the pipe rail fence.

SCOPE OF WORK

Provide all Labor, Equipment to install:

1. Delete pipe rail fence relocation

TOTAL CHANGE ORDER REQUEST.....{Deduct} \$ 31,000.00

Sincerely,
Paragon Contractors, LLC

A handwritten signature in blue ink, appearing to read 'SEAN BROWN'.

Sean Brown

Accepted & Authorization to proceed by:_____

Title:_____ Date:_____

**2108 North 129th East Avenue Tulsa, OK 74116
Ph: (918) 582-8800 Fx: (918) 582-8804
A Limited Liability Company**



Contract ID 210195

Oklahoma Department of Transportation

Cost Breakdown For Differing Site Conditions, Changes & Extra Work

Project No. STP-172B(533)IG Intersection Modifications Date 03/28/2022

County Tulsa Contractor Paragon Contractors, LLC.

Description of Work Add a new Pay Item for 18" PCES

1. Labor Total (Refer to Attachment A)					\$781.20
a) Labor Overhead & Profit	%	25.00			\$195.30

2. Material Total (Refer to Attachment B)					\$3,393.84
a) Material Overhead & Profit	%	20.00			\$678.77

3. Equipment Total (Refer to Attachment C)					\$877.74
a) Equipment Additional Administrative Cost & Profit	%	20.00			\$175.55

4. a) Bonds	%	1.00			\$50.53
b) Property Damage & Liability Insurance	Rate / \$1000 of Payroll	42.50			\$33.20
c) Workers Compensation	Rate / \$100 of Payroll	12.83			\$100.23
d) Unemployment Insurance Contribution	%	3.80			\$29.69
e) Social Security Taxes	%	7.65			\$59.76
f) Employment Fringe Benefits	%	20.00			\$156.24

5. Subcontracted Work Total					
a) Prime Contractor Overhead on Subcontracted Work	%	10.00			

6. Work of a Non-Highway Construction Nature					
a) Prime Contractor Overhead on Subcontracted Work	%	10.00			

7. Total Cost of Work					\$6,532.04
a) Unit Price	Quantity	6	Units	EA	\$1,088.67

Description: Add a new Pay Item for 18" PCES

Page 2 of 4

Attachment B - Material Total

Contract ID: 210195

Description: Add a new Pay Item for 18" PCES

Material Item	Unit	Contractors Cost	Quantity	Material Amount
18" PCES	EA	540.64	6.00	3,243.84
Freight	LD	150.00	1.00	150.00
Material Total				3,393.84

Attachment C - Equipment Total

Contract ID: 210195

Description: Add a new Pay Item for 18" PCES

Equipment Type	No.	Cost / Hour	Total Hours	Amount For Each Type
Komatsu PC88 Excavator	1.00	87.30	6.00	\$523.80
CAT 420 Backhoe	1.00	58.99	6.00	\$353.94
Equipment Total				\$877.74



Oklahoma Precast
2100 N. 161st E. Ave.
Tulsa, OK 74116
Phone: (918) 438-1182
Fax: (918) 438-1185

Quote Number: 22-124

Quote Date: 3/10/2022

Office

Bill to:	Paragon Contractors, LLC Paragon Contractors, LLC 2108 N. 129th E. Ave. Tulsa, OK 74116	Project:	ODOT STP 172B(533)IG Owasso, Ok
Contact:		Project Manager:	
Phone :	Fax:	Phone :	Fax:
Customer ID:	PARCON	PO:	
Terms:	Net 30	ShipVia:	
		Sales Rep:	Scott Blosser
		Bid Date:	

Qty	Item	Description	Unit Price	TX	Extension
	Structure: ☐ FES				
6	FES18	18" RCP Flared End Section	\$496.00	☒	\$2,976.00
					\$2,976.00
	Structure: ☐ Freight				
1	FRGT	Delivery Charge per Trip	\$150.00	☐	\$150.00
					\$150.00
		Total Weight	5,940		
					Taxable \$0.00
					Non-Taxable \$3,126.00
					Sub Total \$3,126.00
					Tax \$0.00
					Total \$3,126.00

1. This quotation is made as a total of all items on the fewest possible trailer-load deliveries. Other combinations of items and/or deliveries will be quoted if requested. These prices are guaranteed for 6 months if ordered within 30 days of bid date.
2. Unloading and standby time which exceeds two hours per truckload will be charged at \$90.00 per hour.
3. Jobsite delivery shall be defined as the nearest point a loaded truck can negotiate under its own power. Unloading shall be by the contractor.
4. Terms net 30 days.
5. Accounts which remain unpaid beyond 30 days will be charged at 1.75%

per month, without fail. Reasonable attorney's fees incurred as a result of non-payment are at purchaser's expense.

6. Sales tax, if applicable, will be added to the quoted prices.
7. Structures manufactured with minimum number of joints. This quotation is subject to approval of Buyer Credit.
8. CANCELLATION: If at any time the financial responsibility of the Buyer becomes impaired or unsatisfactory to the Seller, the Seller reserves the right to cancel the unfilled portion of the contract.
9. The above prices, specifications, terms and conditions are accepted, contingent on award of contract.

BY _____

TITLE _____

Rental Rate Blue Book®

December 27, 2021

Caterpillar 420F (disc. 2017)

Tractor-Loader-Backhoes

Size Class:

14' to Under 15'

Weight:

N/A

Configuration for 420F (disc. 2017)

Drive	4WD	Operator Protection	ROPS/FOPS
Power Mode	Diesel		

Blue Book Rates

** FHWA Rate is equal to the monthly ownership cost divided by 176 plus the hourly estimated operating cost.

	Ownership Costs				Estimated Operating Costs	FHWA Rate**
	Monthly	Weekly	Daily	Hourly	Hourly	Hourly
Published Rates	USD \$5,355.00	USD \$1,500.00	USD \$375.00	USD \$56.00	USD \$28.56	USD \$58.99
Adjustments						
Region (100%)	-	-	-	-		
Model Year (2017: 100%)	-	-	-	-		
Adjusted Hourly Ownership Cost (100%)	-	-	-	-		
Hourly Operating Cost (100%)					-	
Total:	USD \$5,355.00	USD \$1,500.00	USD \$375.00	USD \$56.00	USD \$28.56	USD \$58.99

Non-Active Use Rates

	Hourly
Standby Rate	USD \$14.60
Idling Rate	USD \$42.63

Rate Element Allocation

Element	Percentage	Value
Depreciation (ownership)	34%	USD \$1,820.70/mo
Overhaul (ownership)	52%	USD \$2,784.60/mo
CFC (ownership)	3%	USD \$160.65/mo
Indirect (ownership)	11%	USD \$589.05/mo
Fuel (operating) @ USD 3.37	43%	USD \$12.20/hr

Revised Date: 4th quarter 2021

These are the most accurate rates for the selected Revision Date(s). However, due to more frequent online updates, these rates may not match Rental Rate Blue Book Print. Visit the Cost Recovery Product Guide on our Help page for more information.

The equipment represented in this report has been exclusively prepared for TYLER ROGERS
(tyler@paragontulsa.com)

Rental Rate Blue Book®

March 28, 2022

Komatsu PC88MR-10
Crawler Mounted Hydraulic Excavators

Size Class:
8.1 - 10.0 MTons
Weight:
N/A
Configuration for PC88MR-10

Operating Weight **18739 lbs** Power Mode **Diesel**
Blue Book Rates

** FHWA Rate is equal to the monthly ownership cost divided by 176 plus the hourly estimated operating cost.

	Ownership Costs				Estimated Operating Costs	FHWA Rate**
	Monthly	Weekly	Daily	Hourly	Hourly	Hourly
Published Rates	USD \$9,410.00	USD \$2,635.00	USD \$660.00	USD \$99.00	USD \$33.83	USD \$87.30
Adjustments						
Region (100%)	-	-	-	-		
Model Year (2022: 100%)	-	-	-	-		
Adjusted Hourly Ownership Cost (100%)	-	-	-	-		
Hourly Operating Cost (100%)					-	
Total:	USD \$9,410.00	USD \$2,635.00	USD \$660.00	USD \$99.00	USD \$33.83	USD \$87.30

Non-Active Use Rates

	Hourly
Standby Rate	USD \$28.87
Idling Rate	USD \$60.03

Rate Element Allocation

Element	Percentage	Value
Depreciation (ownership)	40%	USD \$3,764.00/mo
Overhaul (ownership)	46%	USD \$4,328.60/mo
CFC (ownership)	4%	USD \$376.40/mo
Indirect (ownership)	10%	USD \$941.00/mo
Fuel (operating) @ USD 3.65	19%	USD \$6.56/hr

Revised Date: 1st quarter 2022

These are the most accurate rates for the selected Revision Date(s). However, due to more frequent online updates, these rates may not match Rental Rate Blue Book Print. Visit the Cost Recovery Product Guide on our Help page for more information.

The equipment represented in this report has been exclusively prepared for TYLER ROGERS
(tyler@paragontulsa.com)

OKLAHOMA DEPARTMENT OF TRANSPORTATION

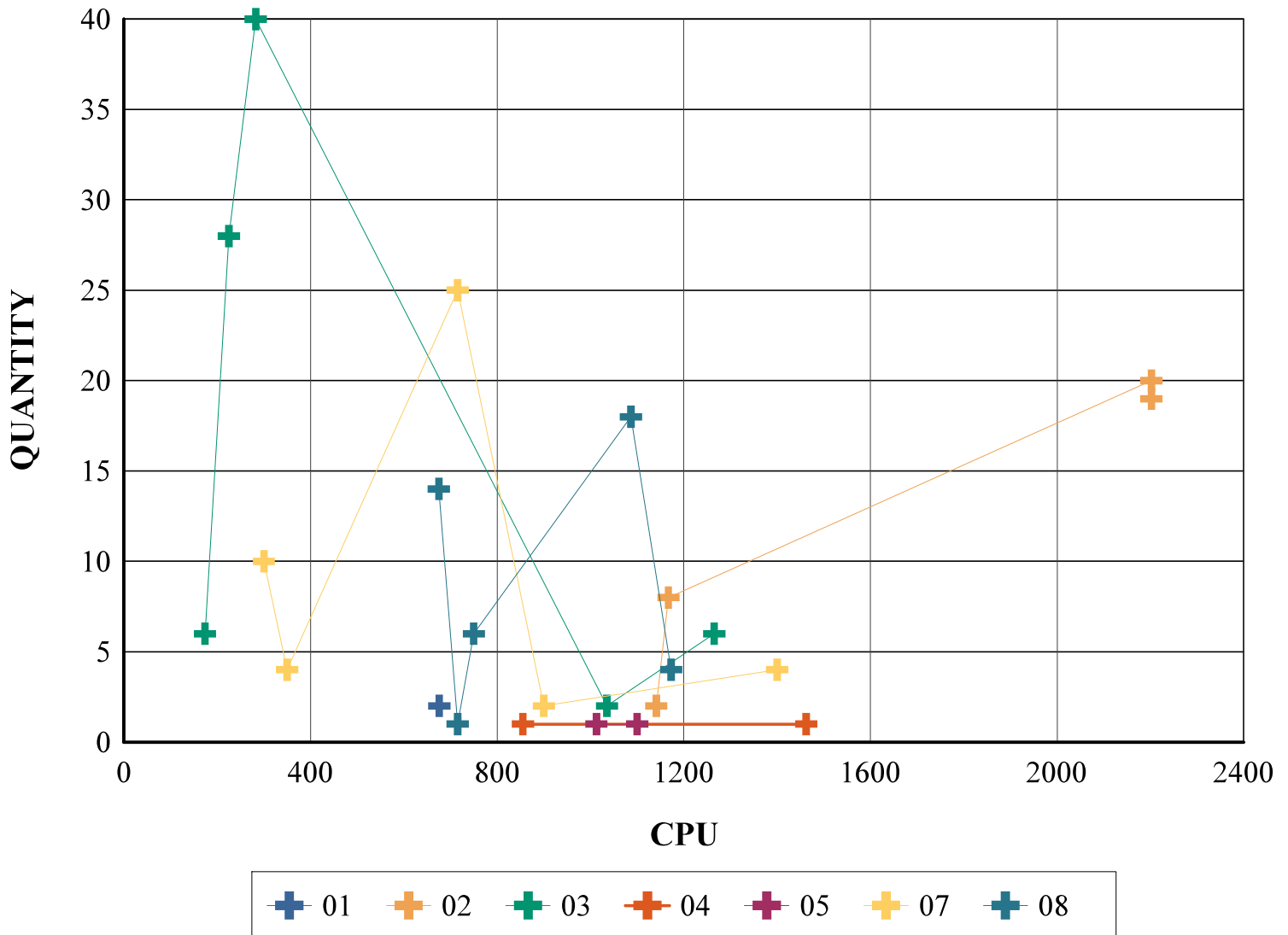
PRICE HISTORY REPORT based on the following criteria
The Quantity limits are -1,000,000,000.00 EA to 1,000,000,000.00 EA
The Time Frame is between Sep 27, 2020 and Mar 29, 2022

613(L) 5726

18" PREFAB. CULVERT END SECTION, ROUND

.00

EA



Date	DIV	CONT_ID	PROJECT	LINE	CO#	BID_QTY	QUANTITY	UNIT PRICE
Oct 07, 2020	08	200126	2521204	8004	001	0.00	1.00	\$715.00
Oct 15, 2020	03	200316	3306704	0220		6.00	6.00	\$173.69
Oct 15, 2020	08	200322	2426204	0330		4.00	4.00	\$1,173.00
Nov 19, 2020	07	200344	3111704	0160		4.00	4.00	\$350.00
Nov 19, 2020	03	200346	3150604	0560		6.00	6.00	\$1,265.00
Nov 19, 2020	05	200348	3033104	0280		1.00	1.00	\$1,012.61
Nov 19, 2020	08	200355	2703104	0640		14.00	14.00	\$675.00
Nov 19, 2020	02	200359	2546704	0210		2.00	2.00	\$1,140.98
Feb 18, 2021	07	210046	3112204	0210		10.00	10.00	\$300.00
Feb 18, 2021	07	210055	3188904	0380		4.00	4.00	\$1,400.00
Mar 18, 2021	08	210060	2968904	0400		18.00	18.00	\$1,086.75
Mar 18, 2021	07	210072	2409404	0520		2.00	2.00	\$900.00
Mar 18, 2021	02	210086	2433104	0480		8.00	8.00	\$1,167.04
Apr 14, 2021	03	170070	3001004	8001	001	0.00	2.00	\$1,035.40
Apr 15, 2021	03	210102	2494308	0280		28.00	28.00	\$225.00
May 20, 2021	05	200338	2951104	0220		1.00	1.00	\$1,100.00
May 20, 2021	03	210140	3348304	0290		40.00	40.00	\$282.45

PRICE HISTORY REPORT based on the following criteria
The Quantity limits are -1,000,000,000.00 EA to 1,000,000,000.00 EA
The Time Frame is between Sep 27, 2020 and Mar 29, 2022

May 20, 2021	02	210142	1885910	0540	20.00	20.00	\$2,202.14
May 20, 2021	02	210142	1885904	1770	19.00	19.00	\$2,202.15
May 20, 2021	07	210143	2785504	0420	25.00	25.00	\$715.00
Aug 19, 2021	04	210149	2898304	1930	1.00	1.00	\$1,462.37
Oct 14, 2021	04	210237	2882004	0210	1.00	1.00	\$855.00
Nov 18, 2021	08	210347	2496304	0470	6.00	6.00	\$750.00
Feb 08, 2022	01	180251	1061807	8011 007	0.00	2.00	\$675.87

The Average COST per UNIT WITH CHANGE ORDERS is \$889.68 WITHOUT CHANGE ORDERS is \$889.68

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or take action on purchasing new plows for the street department; total \$16,848.40.

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Erik Dye

BACKGROUND: Purchase two plows to outfit trucks for winter maintenance from Southwest Trailer.

EXHIBITS: None

KEY ISSUE: Winter maintenance

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve.

ITEM NO: _____

MEETING DATE: 04-11-22

MEETING: Council

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve purchase order of \$8,301.37 to recondition hydraulic hammer² for the Street Department.

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Erik Dye

BACKGROUND: Hammer was leaking oil and not hitting hard. Upon inspection, it was found that the seals are worn and piston has scroll marks and cannot be reused. Additionally, the lower tool bushing and damper cushions are worn out and need to be replaced.

EXHIBITS: Quote from Warren CAT

KEY ISSUE: Equipment Repair

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve.

ITEM NO: _____

MEETING DATE: 04-11-22

MEETING: Council



CITY OF BIXBY
PO BOX 70
BIXBY

ESTIMATE

CUSTOMER NO.	QUOTE NO.	DATE	CONTACT
9971205	116943	1/25/2022	RICHARD
PHONE NO.	FAX NO.	EMAIL	
918-344-8294			
MODEL	MAKE	SERIAL NO.	
WT HAMR	CATERPILLAR	3X900225	
UNIT NO.		WO NO.	P.O. NO.

SEGMENT: 01 RECONDITION HYDRAULIC HAMMER (020 6333 OK)
NOTES:
HAMMER LEAKING OIL AND NOT HITTING HARD. BROUGHT
HAMMER INTO TEAR DOWN AREA, REMOVED HAMMER FROM
MOUNTING BRACKET AND FROM CASE. TORE HAMMER DOWN
TO INSPECT FOR FAILURE AND QUOTE PARTS TO REPAIR.
WE FOUND SEALS WERE WORN AND PISTON HAD SCROLL
MARKS AND CANNOT BE REUSED, LOWER TOOL BUSHING
WORE, DAMPER CUSHIONS WERE ALSO WORN OUT AND NEED
TO BE REPLACED.

Parts					
Part Number	Description	Qty	Unit Price	Discount%	Ext Price
3305360	HOSE AS.	2	179.29	0	358.58
3553779	PLUG-BLEED	2	41.52	0	83.04
3B8490	FITTING	1	3.60	0	3.60
3D2824	SEAL O RING	4	2.49	0	9.96
3J7354	SEAL O RING	8	1.73	0	13.84
4151125	PISTON	1	1,382.91	0	1,382.91
4178954	BUSHING	1	551.60	0	551.60
4178986	KIT-SEAL	1	596.55	0	596.55
4238312	TOOL MOIL	1	238.47	0	238.47
4325974	DAMPER-UPPER	1	168.30	0	168.30
4339668	DAMPER-SIDE	2	401.54	0	803.08
4339673	DAMPER-BOTTO	1	245.28	0	245.28
4351963	PLUG	4	18.43	0	73.72
5K9090	SEAL O RING	5	2.04	0	10.20
6V8714	CONNECTOR	2	14.12	0	28.24

9S8005	PLUG	2	6.00	0	12.00
Total Estimated Parts:					4,579.37
Labor					
Item Number	Description	Qty	Unit Price	Discount%	Ext Price
SJM-**-**-**	STD JOB MACH SHP	25.00	148.00	0	3,700.00
Total Estimated Labor:					3,700.00
Labor Summary					
Misc					
Item Number	Description	Qty	Unit Price	Discount%	Ext Price
MSU-**-**-**	MACHINE SUPPLIES	1	22.00	0	22.00
Total Estimated Misc:					22.00
Segment 01 Total:					8,301.37
Total Segments:					8,301.37
SUB TOTAL (BEFORE TAXES)					8,301.37

PO#: _____ Authorized Name: _____ (signature)

Date: _____ (print)

Thank you for this opportunity to serve your company

CONTACT INFORMATION:

Prepared by: Pat Graue Phone: 918-521-7544 Email: Pat.Graue@warrencat.com Fax:

-This estimate will expire 30 days from the estimate date.
-Price excludes Freight Charges, Operating Supplies/EPA Fees and Overtime.
-Terms: Net 10th Prox.
-Sales Taxes where applicable are not included with the above prices.

Terms and Conditions

BY SIGNATURE ABOVE, I certify that I am the owner or owner's agent, and authorize Warren CAT, its employees, subcontractors or consultants to perform the inspection, maintenance or repairs described above to include the provision and use of necessary materials required to accomplish the described work scope. I further authorize Warren CAT to operate the equipment, or any part therein described for the purpose of testing and/or inspection. I understand that payment for all work performed is due in full upon completion.

Upon acceptance, this quote becomes a legal agreement between you (either an individual or the entity you are authorized to represent) and Warren CAT. Further, signing certifies the information provided is true and correct, and that the signer is authorized to charge this purchase as noted. Warren CAT reserves the right to reject a partial or modified quote. You may cancel an accepted quote until the work is started. Once started, work may be stopped at anytime. Partially completed work will be billed based on Time and Materials at Warren CAT's prevailing rate. Additional handling and storage fees may apply to work partially completed or work temporarily put on hold.

EQUIPMENT HAVING INSTALLED FIRE SUPPRESSANT SYSTEMS: During course of repair work it may become necessary to deactivate or disturb mechanical and/or electrical components of the fire suppression system. Reactivation of the fire suppressant system is the responsibility of the customer and should be undertaken before machine operations. Warren CAT accepts no responsibility for the reactivation, testing or operation of the fire suppressant system.

STANDARD WARRANTY: Parts for this repair are warranted as indicated by the manufacturer from the date of invoice. In addition, Warren CAT's standard labor warranty of 90 days will apply. Full warranty statements, including limitations and exclusions, are available from any Warren CAT facility. Ask your service representative about additional or enhanced warranty availability.

THESE WARRANTIES ARE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS OF PURPOSE. REMEDIES FOR THESE WARRANTIES ARE LIMITED TO THE PROVISION OF MATERIAL AND SERVICES AS SPECIFIED HEREIN. IN NO EVENT WILL EITHER CATRPIIIAR OR WARREN CAT BE RESPONSIBLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

CORE CHARGES: Core charges will be returned to customer upon acceptance of the core by Caterpillar.

OVERTIME: Overtime can be added at customers request charged at Warren CAT's prevailing overtime rate.

PARTS POLICY: This quote does not include any un-salvageable parts. Parts will be set aside for customer approval before replacement.

TURNAROUND TIME: Warren CAT will not be responsible for circumstances outside of its control. If delays are experienced, the customer will be contacted. In no event will Warren CAT or subsidiaries be liable for any direct or indirect damages (including, without limitation, lost profits, lost savings or other incidental or consequential damages) arising out of the use or inability to use the machine, even if Warren CAT or subsidiaries has been advised of the possibility of such loss.

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Consider and take action on a Resolution and Encroachment Agreement between the City and Michael E. and Jessica N. David, regarding the encroachment of a single-family residence into a utility easement. Location: Lot Four (4), Block Three (3), The Enclave at Legacy, 19023 S. 91st Ct. E., Bixby, Oklahoma, 74133.

INITIATOR: Jared Cottle

STAFF INFORMATION SOURCE: Jared Cottle

BACKGROUND: (See Resolution)

EXHIBITS: Resolution
Encroachment Agreement (to be provided at Council Meeting)

KEY ISSUE: Wall encroachment

COUNCIL ACTION: Approve Resolution and Encroachment Agreement

RECOMMENDATION: Approve Resolution and Encroachment Agreement

ITEM NO: _____

MEETING DATE: 04-11-2022

MEETING: Council

RESOLUTION NO. 2022-7

PERMITTING ENCROACHMENT ON EASEMENT

This resolution permitting encroachment upon an easement agreement made and entered into on this 11th day of April, 2022.

WHEREAS, the City of Bixby, Oklahoma, established an overland drainage easement generally abutting and serving a part of the enclave at Legacy, a subdivision the City of Bixby, Tulsa County, State of Oklahoma, and more particularly, a part of Lot 4, Block 3, The Enclave at Legacy, a subdivision in the City of Bixby, Tulsa County, State of Oklahoma according to the recorded plat thereof; and,

WHEREAS, it has been determined that a masonry/brick wall constructed upon Lot 4, Block 3, encroaches into the drainage easement right-of-way approximately three quarters of an inch (3/4") and such encroachment continues for minimal distance, less than 100 feet; and,

WHEREAS, vacation of the easement within the area of the encroachment will not adversely affect the intended use of the easement nor will it adversely affect the interest of the City, or properties benefiting from the easement agreement; and,

WHEREAS, the property owners of Lot 4, Block 3, The Enclave at Legacy, City of Bixby, Tulsa County, State of Oklahoma, have requested vacation of a minor portion of an easement encroached upon;

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS by the Bixby City Council the above-described property be vacated by the City of Bixby according to law.

1. In exchange for the vacation of approximate three quarters of 1 inch of the easement along the easterly boundary of the subject lot the property owner agrees to maintain the entire easterly boundary line, including that portion vacated.
2. The property owner agrees to receive and convey all required storm water runoff, without restriction, from the subject property into the drainage easement.
3. This agreement is perpetual in nature and shall be binding upon successors, executors, and assigns and subsequent owners of the subject property.
4. Due to the nature of this request and appropriate compliance no fees shall be imposed against the property owner.
5. The requested easement encroachment is hereby vacated.

IT IS SO RESOLVED this 11th day of April, 2022 by the Bixby City Council.

CITY OF BIXBY, OKLAHOMA
A Municipal Corporation

By: _____
Brian Guthrie, Mayor

ATTEST:

City Clerk

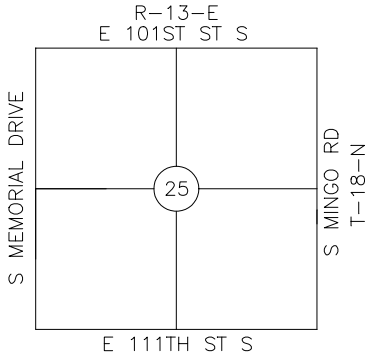
APPROVED:

Phil Frazier, City Attorney

BOUNDARY SURVEY

PREPARED FOR MIKE DAVID

BASIS OF BEARINGS:
PER RECORDED PLAT

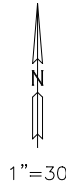


LOCATION MAP

COUNTY: TULSA

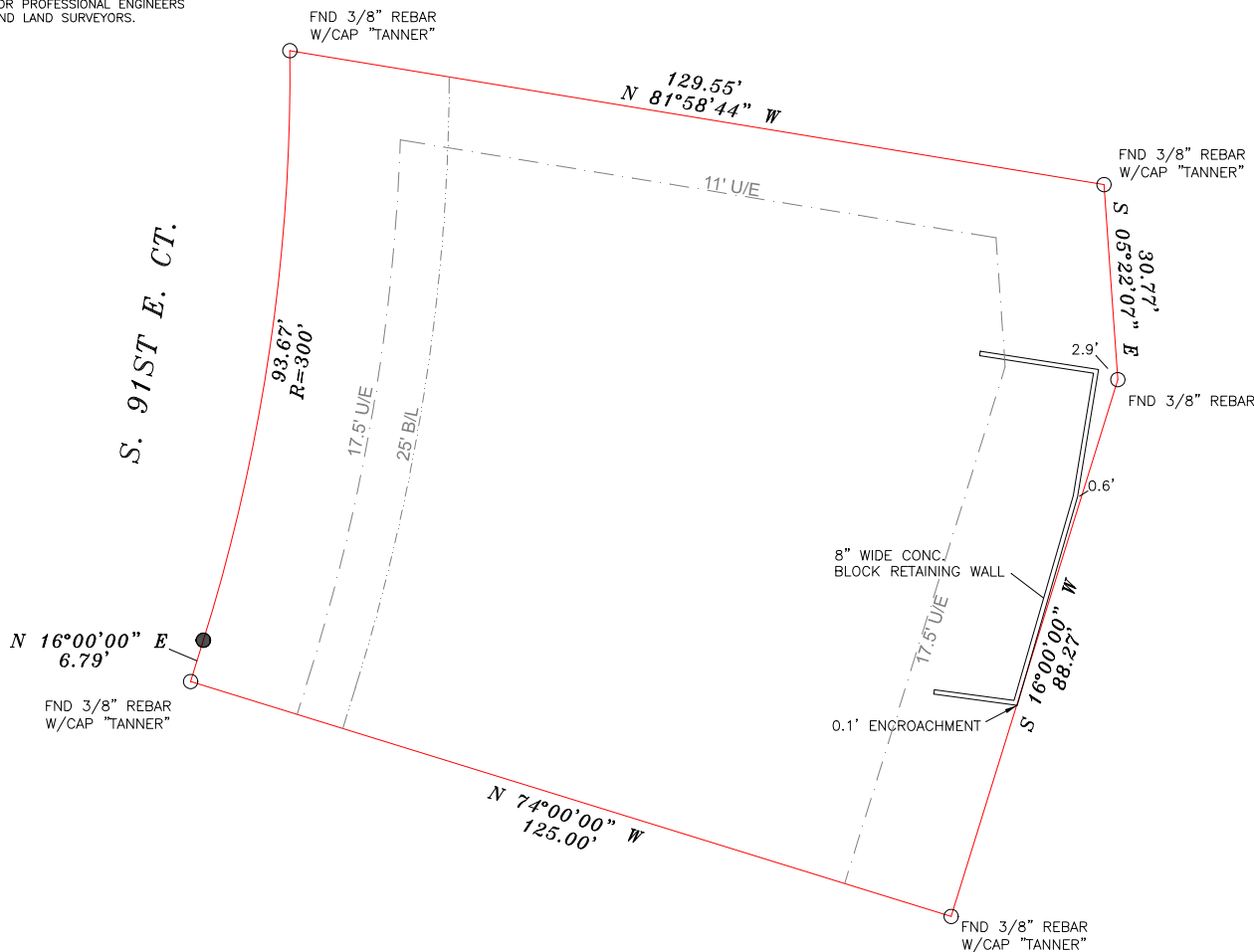
NOTE:

THIS PLAT OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.



LEGEND

- = SET IRON PIN
W/ CAP LS1316
- ▲ = SET MAG NAIL
W/ SHINER LS1316
- = FOUND MONUMENT
- ✕ = FENCE
- B/L = BUILDING LINE
- U/E = UTILITY EASEMENT



LEGAL DESCRIPTION

Lot 4, Block 3, The Enclave at Legacy, a Subdivision in the City of Tulsa, Tulsa County, Oklahoma, according to the recorded plat #5692.

CERTIFICATE

I, DANIEL S. GOSS, A REGISTERED SURVEYOR BY THE STATE OF OKLAHOMA, DO HEREBY CERTIFY THAT THE ABOVE TRACT HAS BEEN SURVEYED UNDER MY DIRECT SUPERVISION. TO THE BEST OF MY KNOWLEDGE, THE ABOVE PLAT IS AN ACURATE REPRESENTATION OF SAID SURVEY. NO UNDERGROUND UTILITIES WERE LOCATED, AND THERE ARE NO BUILDING ENCROACHMENTS THEREON EXCEPT AS INDICATED, AND THAT NO EFFORT WAS MADE TO RESEARCH FOR ANY EASEMENTS AT THE COUNTY CLERK OR OTHER RECORDS OFFICE.

WITNESS MY HAND AND SEAL THIS 30 DAY OF MARCH, 2022

DANIEL S. GOSS P.L.S. NO. 1316, CA NO. 3932...exp 6/30/2022



D. GOSS & ASSOCIATES

12347 HEYWOOD HILL RD.
SAPULPA, OK 74066
PH. (918)371-0096 FAX (918)224-4530

Scale: 1"= 30'

DATE: 3/31/2022

DAVID

DRAWN BY: DG

JOB # 13872

SITE LAST VISTED: 3/28/2022

REGULAR AGENDA ITEM COMMENTARY

ITEM TITLE: Request to approve a contract with Canfield Jenkins & Associates, LLC, to provide an emergency response analysis, strategic planning, workforce development, efficiency management and service delivery to the City of Bixby, not to exceed \$25,000.

INITIATOR: Joey Wiedel, Fire Chief and Todd Blish, Police Chief

STAFF INFORMATION SOURCE: Joey Wiedel, Fire Chief and Todd Blish, Police Chief

BACKGROUND: The purpose of the work is to evaluate various elements of the emergency medical delivery model currently underway by the City of Bixby and validate areas of work, identify future needs and integrate industry best practices. Specifically, CJA will evaluate:

- Dispatching process, including staffing, training, technology and emergency medical integration
- Fire station alerting, dispatching and resource utilization needs
- Current fire station and mutual aid partner locations, including benchmarked GIS modeling
- System processes
- Future capital and technology requirements
- Industry standards and accreditation benchmarks relating to the ambulance project

EXHIBITS: See Attached

KEY ISSUE: Approve a contract with Canfield Jenkins & Associates LLC, for consultation services provided to the City of Bixby.

Funding Source: Emergency Management Budget.

COUNCIL ACTION: Approve or disapprove a contract with Canfield Jenkins & Associates LLC, for consultation services provided to the City of Bixby.

RECOMMENDATION: Approve a contract with Canfield Jenkins & Associates LLC, for consultation services provided to the City of Bixby.

Meeting Date: 4-11-2022
Location: City

City of Bixby (OK)

Emergency Medical Deployment Recommendations



Canfield Jenkins
& ASSOCIATES LLC

Introduction

Canfield Jenkins and Associates LLC is a consulting firm based in Northwest Arkansas with experience in emergency response analysis, strategic planning, workforce development, efficiency management and service delivery. Our common sense and prudent approach to complex public safety solutions provides the best “bang for the buck” for local governmental entities. Canfield Jenkins and Associates matches the customized needs of each community with professional industry leaders who can recommend and help implement timely and realistic solutions.

Tom Jenkins

President

Canfield Jenkins and Associates LLC

4304 West Woodview

Rogers, AR 72758

tom@canfield-jenkins.com

479-274-8995

STATEMENT OF INTEREST

The purpose of this proposal is to outline the scope, timeline and deliverables associated with a potential proposal to assist the City of Bixby for Professional Services for the Fire Department Emergency Medical Deployment Study. Canfield Jenkins and Associates LLC (CJA) is submitting this packet for awareness and consideration. CJA is proposing to facilitate research regarding the Bixby Fire Department's current initiative to provide ambulance emergency medical care, taking into consideration industry best practices and standards. The proposal will include an evaluation of best practices, stakeholder engagement and final recommendations in the following subject areas:

- Public Safety Dispatching
 - Strategic workspace improvements and collaboration
 - Staffing
 - Emergency Medical Dispatching (EMD) capability assessment
 - Technical capability assessment (computer aided dispatching, telecommunication, and related technology)
 - Fire station alerting and alarm handling
- Ambulance Deployment
 - Response and system reliability
 - Mutual aid and system interoperability
 - Geospatial analysis
 - Title X, 522 Ambulance District
- Quality Assurance and Improvement
 - Established performance indicators
 - Process assessment and recommendations
- Long-Term Recommendations and Plan Enhancements
 - Five-year analysis

. CJA will develop a final report for use by the department. CJA recognizes that every community and organization is unique and, as such, we are dedicated to understanding the needs and nuances of the City of Bixby. As part of this report, neighboring jurisdictions will be interviewed to determine system enhancement and efficiency opportunities.

PURPOSE

The purpose of the work is to evaluate various elements of the emergency medical delivery model currently underway by the City of Bixby and validate areas of work, identify future needs and integrate industry best practices. Specifically, CJA will evaluate:

- Dispatching process, including staffing, training, technology and emergency medical integration
- Fire station alerting, dispatching and resource utilization needs
- Current fire station and mutual aid partner locations, including benchmarked GIS modeling
- System processes
- Future capital and technology requirements
- Industry standards and accreditation benchmarks relating to the ambulance project

PROCESS

The process will include the following objectives four main tasks:

Task 1. Development of BFD Leadership Team

CJA recommends a Leadership Team be established representing internal stakeholders of the City of Bixby Fire Department. This collaborative team will have regular virtual or in-person meetings to help establish priorities, interpret information obtained and provide direction in the development of the final report.

Task 2. Research

CJA will conduct research in a variety of methods, which include:

- A. Review and summarize Bixby Fire Department deployment methodology, service delivery and current EMS model.
- B. Review workflow for dispatching, 9-1-1 caller interrogation and fire station alerting.
- C. Conduct stakeholder interviews or focus groups with representatives from the City/Department, as needed.
- D. Understand current geospatial deployment capabilities.

E. Assessment of EMS program resources, programmatic needs and industry best practices.

Task 3. Data Analysis and Interpretation

CJA will review the following data sets to help assess risk, current service delivery performance and community baselines:

- National Fire Incident Reporting System (NFIRS) information relating to EMS service demand, frequency and incident location.
- Available geospatial information from the city regarding risk.
- Other agreements, documents and data as made available by the city.

Task 4. Recommendation Development and Final Report

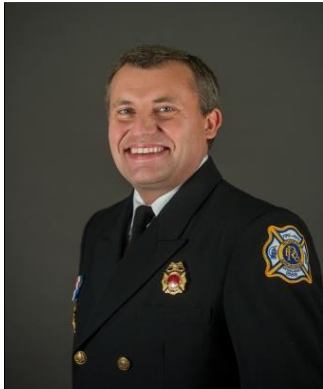
Based on the data analysis and research, CJA will develop recommendations regarding the elements listed above. All recommendations made by CJA for the City of Bixby and Bixby Fire Department will be made in the spirit of being both effective and efficient.

CJA will be responsible for a draft report to be reviewed by the Leadership Team, including presentation of the report.

PROJECT TEAM, STRUCTURE AND QUALIFICATIONS

Canfield Jenkins and Associates LLC strives to serve public safety organizations in helping them meet the challenges of performance and improve service delivery. This service takes the form of:

- Consultation on community engagement and strategic planning
- Realistic executive, management and professional development training
- Applied research on issues identified by state and local officials
- Technical support on service delivery and resource allocation



Tom Jenkins, President of Canfield Jenkins and Associates, will serve as project coordinator and provide much of the technical coordination for the project. Tom serves as a professional Fire Chief. In that capacity he is responsible for over 154 career employees in ten different physical locations protecting approximately 80,000 citizens. As fire chief, he has been successful in acquiring alternative revenue, opening new fire

stations, obtaining dual accreditation for the department and lowering its insurance rating to a Class 1. In 2015, Chief Jenkins was elected to serve on the Board of Directors for the International Association of Fire Chiefs as the Second Vice President of the 12,000-member organization. In 2017, he was elected President and Chairman of the Board for the IAFC. In his capacity as IAFC President, Chief Jenkins was involved in numerous federal and international decisions, including providing testimony to the United States Congress in 2018.

Through Canfield Jenkins and Associates LLC, he has also consulted to various municipalities in four states (MI, MO, OK, AR) to help with equipment acquisition and service delivery models. He has been a principal member of the NFPA 1710 committee since 2011 to provide oversight and direction. He has personally assisted in the development of resource deployment methodology and decisions for the cities of Joplin (MO), Tulsa (OK), Broken Arrow (OK), Catoosa (OK), Ozark (MO), Lawrence (KS) and several others throughout the multi-state region. He currently serves on the Advisory Board of the National Fallen Firefighters Association and PulsePoint Foundation as well as the Executive Board of the International Fire Service Training Association. In 2020 he was appointed to the Homeland Security Advisory Council for the US Department of Homeland Security by Secretary Chad Wolf. Tom holds a Bachelor's Degree in Fire Protection and Safety Engineering from Oklahoma State University and a Master's Degree in Public Administration from the University of Oklahoma.



Gunder Coatney, CJA Project Associate, will provide expertise in the area of geospatial analysis. Gunder is a professional Geographic Information Systems Analyst with over six years of experience and a veteran of the United States Air Force. He has a Bachelor's degree in Geomatics from the Oregon Institute of Technology.

Other CJA professional staff will be utilized as required.

RECENT SIMILAR PROJECTS COMPLETED BY CJA

Joplin Fire Department Resource Allocation Study (2021)

Ozark Fire Protection District Strategic Plan and Deployment Analysis (2020)

Lawrence Douglas County Fire Medical EMS Deployment Analysis (2020)¹

BUDGET

The budget for this project is inclusive of costs associated with the consultants assigned, retainers for elements of the report, travel and all ancillary costs. The total project cost shall not exceed \$25,000. The billing for this project shall occur at project completion.

TIMELINE

From contract signing to completion of the final document, the estimated timeline of completion is approximately five months. Assuming contract signing on or about March 1, 2022, the following timeline is provided for reference:

Task 1 - March 16 to March 26

Task 2 - March 29 to April 15

Task 3 - April 16 to May 31

Task 4 - June 1 to June 30

¹ Working for Wichita State University

REFERENCES

Andy Nimmo
Deputy Fire Chief
Joplin Fire Department (MO)
Project: Resource Allocation Study
(417) 437-6983
animmo@joplinmo.org

Jarett Metheny
Fire Chief
Ozark Fire Protection District (MO)
Project: Strategic Plan and Station Location Analysis
(417) 581-4436
jmetheny@ozarkfire.org

Tom Fagan
Division Chief
Lawrence Douglas County Fire Medical (KS)
Project: EMS Deployment Analysis with Douglas County
(816) 260-5122
tfagan@lawrenceks.org

Contract for Professional Consulting Services
City of Bixby / Canfield Jenkins and Associates, LLC
Contract Summary and Terms

The purpose of this contract is to outline the responsibilities and terms associated with professional services for consulting between the City of Bixby, Oklahoma ("CITY") and Canfield Jenkins and Associates, LLC "CONTRACTOR". The scope of deliverables associated with this contract shall be included in ATTACHMENT "A".

Terms

1. As agreed upon by the CITY and CONTRACTOR, access to applicable city information and stakeholders is necessary for the development of the deliverables. The CITY will provide available information as requested in a timely fashion by the CONTRACTOR.
2. The CONTRACTOR shall provide deliverables in topic areas discussed in ATTACHMENT "A" at a price not to exceed \$25,000.
3. CONTRACTOR agrees to provide regular communication to the CITY on the status of the project through a designated single point of contact.
4. CONTRACTOR shall bill CITY for services rendered at the completion of the final deliverable.
5. CONTRACTOR and CITY agree to terms of "Net thirty days" for payment.
6. CONTRACTOR acknowledges service independently and not as an employee of the CITY.
7. Amendments to this agreement shall be in writing and signed by authorized representatives of either party.

CONTRACTOR

Canfield Jenkins and Associates, LLC

Tom Jenkins, President

BY: _____

DATE: _____

CITY

City of Bixby

BY: _____

DATE: _____

AGENDA ITEM COMMENTARY

ITEM TITLE: Acceptance of the FY-2021 Audit prepared by CBEW Professional Group, LLP, Certified Public Accountants

INITIATOR: Charles Barnes

STAFF INFO. SOURCE Charles Barnes and Jared Cottle

BACKGROUND: This being the second year of a 3 year multi-year agreement to annually perform a financial audit of our municipal government, CBEW audited the City of Bixby's financial statements for FY-2021 and seeks to present the completed FY-2021 audit to the City Council for its acceptance. This year's audit includes a federal requirement to audit our federal grants. As was the case last year, CBEW has provided an unqualified (or "clean") opinion, which is considered the most desirable.

EXHIBITS: FY-2021 City of Bixby Audit

KEY ISSUE: Acceptance of the FY-2021 Audit of the City of Bixby

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve

ITEM NO: Regular Agenda

MEETING DATE: 4/11/2022

MEETING: City



**ANNUAL FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORTS**

**AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2021**

**THE CITY OF BIXBY,
OKLAHOMA**

**ANNUAL FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORTS**

**AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2021**

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2021

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CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2021

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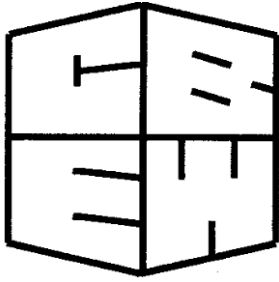
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INDEPENDENT AUDITOR'S REPORT

March 25, 2022

Honorable Board of City Commissioners
City of Bixby
Bixby, Oklahoma

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bixby, Oklahoma, (City) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Bixby, Oklahoma, as of June 30, 2021, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information and related notes on pages 7 – 22 and 78– 83 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance

Other Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The combining statements and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 25, 2022, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

CBEW Professional Group, LLP

CBEW Professional Group, LLP
Certified Public Accountants

CITY OF BIXBY, OKLAHOMA
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MANAGEMENT DISCUSSION AND ANALYSIS

CITY OF BIXBY, OKLAHOMA
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Our discussion and analysis of the City of Bixby's financial performance provides an overview of the City's financial activities for the fiscal year ended June 30, 2021. Please read it in conjunction with the City's financial statements, which follow.

Overview of the Financial Statements

The financial statements presented herein include all of the activities of the City of Bixby (the "City") and its component units using the integrated approach as prescribed by GASB Statements No. 14, 34, 39 and 61. Included in this report are government-wide statements for each of two categories of activities - governmental and business-type.

The government-wide financial statements present the complete financial picture of the City from the economic resources measurement focus using the accrual basis of accounting. They present governmental activities and business type activities separately and combined. These statements include all assets of the City (including infrastructure) and deferred outflows as well as all liabilities (including long-term debt) and deferred inflows.

About the City

The City of Bixby, Oklahoma (Bixby or the City) was admitted as a township in 1906. The City is under a Home Rule Charter and is ruled by a "Council-Manager Government" as designated under Title 11 of the Oklahoma Statutes. As a charter city, the citizens from each of the City's five wards elect a council member to represent their respective ward. At the first meeting after the time prescribed for the beginning of the terms of newly elected council members, the council elects from its membership a mayor and vice-mayor. The current population of the City is 29,686.

The City provides the following services: Public safety; streets and roads; water and wastewater services; culture-recreation; public improvements; planning and zoning; and general administrative services.

The City's Financial Reporting Entity

This annual report includes all activities for which the City of Bixby City Council is fiscally responsible. These activities, defined as the City's financial reporting entity, are operated within separate legal entities that make up the primary government.

The City's financial reporting entity includes the primary government (City of Bixby) and the blended component unit as follows:

- The City of Bixby - that operates the public safety; streets and roads; culture recreation; public improvements; planning and zoning; and general administrative services.
- The Bixby Public Works Authority - that operates the water and sewer services of the City.

CITY OF BIXBY, OKLAHOMA
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Using This Annual Report

This annual report is presented in a format that substantially meets the presentation requirements of the Governmental Accounting Standards Board (GASB) in accordance with generally accepted accounting principles. The presentation includes financial statements that communicate the City's financial condition and changes therein at two distinct levels:

- The City as A Whole (a government-wide presentation)
- The City's Funds (a presentation of the City's major and aggregate non-major funds)

The City's various government-wide and fund financial statements are presented throughout this annual report and are accompanied by:

- Management's Discussion and Analysis - provides useful analysis that facilitates a better understanding of the City's financial condition and changes therein.
- Footnotes - elaborates on the City's accounting principles used in the preparation of the financial statements and further explain financial statement elements.
- Supplemental Information - provides additional information about specified elements of the financial statements, such as budgetary comparison information.

Reporting the City as a Whole

The Statement of Net Position and the Statement of Activities

One of the most frequently asked questions about the City's finances is, "Has the City's overall financial condition improved, declined or remained steady over the past year?". The Statement of Net Position and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer this question. These statements include all assets, deferred outflows, liabilities and deferred inflows using the accrual basis of accounting. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the City's net position and changes in it from the prior year. You can think of the City's net position - the difference between assets, deferred outflows, liabilities and deferred inflows - as one way to measure the City's financial condition. Over time, increases or decreases in the City's net position is one indicator of whether its financial health is improving, deteriorating, or remaining steady. However, you must consider other nonfinancial factors, such as changes in the City's property tax base, the condition of the City's roads, and the quality of services to assess the overall health of the City.

As mentioned above, in the Statement of Net Position and the Statement of Activities, we divide the City into two kinds of activities:

- Governmental activities - Most of the City's basic services are reported here, including the police, fire, general administration, streets, and parks. Sales taxes, franchise fees, and fines finance most of these activities.
- Business-type activities - The City charges a fee to customers to cover the cost of certain services it provides. The city's water and sewer services are reported here.

CITY OF BIXBY, OKLAHOMA
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Reporting the City's Most Significant Funds

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds – not the City as a whole. Some funds are required to be established by State law and by bond covenants. However, management establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money.

Governmental funds - Most of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. The differences of results in the Governmental Fund financial statements to those in the Government-Wide financial statements are explained in a reconciliation following each Governmental Fund financial statement.

Proprietary funds - When the City charges customers for the services it provides - whether to outside customers or to other units of the City - these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Fund Net Position. In fact, the City's enterprise funds are essentially the same as the business-type activities we report in the government-wide statements but provide more details and additional information, such as cash flows.

The City as a Whole

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. For the year ended June 30, 2021, net position was as follows:

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	<u>2021</u>	<u>2020</u>		<u>2021</u>	<u>2020</u>		<u>2021</u>	<u>2020</u>	
Current assets	\$ 55,264	\$ 54,011	2%	\$ 36,914	\$ 33,071	12%	\$ 92,178	\$ 87,082	6%
Capital assets, net	103,854	92,048	13%	84,958	69,013	23%	188,812	161,061	17%
Total assets	<u>159,118</u>	<u>146,059</u>	9%	<u>121,872</u>	<u>102,084</u>	19%	<u>280,990</u>	<u>248,143</u>	13%
Deferred outflows	3,697	2,854	30%	585	182	221%	4,282	3,036	41%
Current liabilities	4,891	6,129	-20%	4,237	3,234	31%	9,128	9,363	-3%
Non-current liabilities	38,824	35,018	11%	16,280	3,763	333%	55,104	38,781	42%
Total liabilities	<u>43,715</u>	<u>41,147</u>	6%	<u>20,517</u>	<u>6,997</u>	193%	<u>64,232</u>	<u>48,144</u>	33%
Deferred inflows	436	923	-53%	90	136	-34%	526	1,059	-50%
Net position									
Net investment in capital assets	80,087	65,358	23%	68,214	64,158	6%	148,301	129,516	15%
Restricted	8,824	14,111	-37%	759	813	-7%	9,583	14,924	-36%
Unrestricted	29,753	27,374	9%	32,876	30,162	9%	62,629	57,536	9%
Total net position	<u>\$ 118,664</u>	<u>\$ 106,843</u>	11%	<u>\$ 101,849</u>	<u>\$ 95,133</u>	7%	<u>\$ 220,513</u>	<u>\$ 201,976</u>	9%

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The above numbers reflect an increase in total net position of 11% for governmental activities and an increase of 7% for business type activities. Overall, the net position for both governmental and business-type activities increased 9% over last fiscal year.

Deferred outflows of resources increased by 41% and non-current liabilities increased 42% due to changes related to the net pension and OPEB liabilities in the current year. Non-current liabilities also increased due to debt issued during the year for the water treatment facility.

For the year ended June 30, 2021, net position of the primary government changed as follows:

	Governmental Activities		% Inc. (Dec.)	Business-Type Activities		% Inc. (Dec.)	Total		% Inc. (Dec.)
	<u>2021</u>	<u>2020</u>		<u>2021</u>	<u>2020</u>		<u>2021</u>	<u>2020</u>	
Revenues									
Charges for service	\$ 3,001	\$ 2,598	16%	\$ 12,042	\$ 11,365	6%	\$ 15,043	\$ 13,963	8%
Operating grants and contributions	3,231	1,221	165%	-	-	-	3,231	1,221	165%
Capital grants and contributions	2,695	1,568	72%	2,229	1,030	116%	4,924	2,598	90%
Taxes	23,807	21,428	11%	-	-	-	23,807	21,428	11%
Intergovernmental revenue	210	195	8%	-	-	-	210	195	8%
Investment income	287	632	-55%	172	327	-47%	459	959	-52%
Miscellaneous	836	740	13%	70	54	30%	906	794	14%
Total revenues	<u>34,067</u>	<u>28,382</u>	20%	<u>14,513</u>	<u>12,776</u>	14%	<u>48,580</u>	<u>41,158</u>	18%
Expenses									
General government	3,870	3,614	7%	-	-	-	3,870	3,614	7%
Public safety	10,537	8,944	18%	-	-	-	10,537	8,944	18%
Streets	2,965	2,337	27%	-	-	-	2,965	2,337	27%
Culture, parks and recreation	1,606	1,523	5%	-	-	-	1,606	1,523	5%
Cemetery	174	162	7%	-	-	-	174	162	7%
Economic development	237	387	-39%	-	-	-	237	387	-39%
Interest on long-term debt	916	979	-6%	-	-	-	916	979	-6%
Water	-	-	-	7,325	6,358	15%	7,325	6,358	15%
Wastewater	-	-	-	2,413	2,125	14%	2,413	2,125	14%
Total expenses	<u>20,305</u>	<u>17,946</u>	13%	<u>9,738</u>	<u>8,483</u>	15%	<u>30,043</u>	<u>26,429</u>	14%
Excess (deficiency) before transfers	13,762	10,436	32%	4,775	4,293	11%	18,537	14,729	26%
Transfers	(1,941)	(1,299)	49%	1,941	1,299	49%	-	-	-
Change in net position	<u>11,821</u>	<u>9,137</u>	29%	<u>6,716</u>	<u>5,592</u>	20%	<u>18,537</u>	<u>14,729</u>	26%
Beginning net position	<u>106,843</u>	<u>97,706</u>	9%	<u>95,133</u>	<u>89,541</u>	6%	<u>201,976</u>	<u>187,247</u>	8%
Ending net position	<u>\$ 118,664</u>	<u>\$ 106,843</u>	11%	<u>\$ 101,849</u>	<u>\$ 95,133</u>	7%	<u>\$ 220,513</u>	<u>\$ 201,976</u>	9%

Operating grants and contributions increased by 165% during the year due receipt of CARES funding from the State of Oklahoma during FY21.

Capital grants and contributions increased by 90% during the year due to increased capital contributions received again during FY21.

Governmental activities streets expense increased by about 27% during the year due primarily to increased non-capitalized expenses such maintenance, mowing, and depreciation expense.

Included in expenses of business-type activities of the water department are expenses related to debt service requirements which are funded with sales tax revenues apportioned to the fund. The taxes are classified as general revenue on the Statement of Activities.

CITY OF BIXBY, OKLAHOMA
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As of and for the Year Ended June 30, 2021

Governmental Activities

To aid in the understanding of the Statement of Activities some additional explanation is given. Of particular interest is the format that is significantly different than a typical Statement of Revenues, Expenses, and Changes in Fund Balance. You will notice that expenses are listed in the first column with revenues from that particular program reported to the right. The result is a Net (Expense)/Revenue. The reason for this kind of format is to highlight the relative financial burden of each of the functions on the City's taxpayers. It also identifies how much each function draws from the general revenues or if it is self-financing through fees and grants. Some of the individual line item revenues reported for each function are:

General Government: Permits and licenses, inspections fees, operating grants
Public Safety: Fines and forfeitures, E-911, rural fire dues, grants
Other public services: Operating grants

All other governmental revenues are reported as general. It is important to note that all taxes are classified as general revenue even if restricted for a specific purpose.

	Total Expense of Services		% Inc. (Dec.)	Net Revenue (Expense) of Services		% Inc. (Dec.)
	<u>2021</u>	<u>2020</u>		<u>2021</u>	<u>2020</u>	
General government	\$ 3,870	\$ 3,614	7%	\$ (518)	\$ (1,276)	-59%
Public safety	10,537	8,944	18%	(6,615)	(7,187)	-8%
Streets	2,965	2,337	27%	(1,515)	(1,187)	28%
Culture, parks and recreation	1,606	1,523	5%	(1,584)	(1,455)	9%
Cemetery	174	162	7%	7	(89)	-108%
Economic development	237	387	-39%	(237)	(387)	-39%
Interest on long-term debt	916	979	-6%	(916)	(979)	-6%
Total	<u>\$ 20,305</u>	<u>\$ 17,946</u>	13%	<u>\$ (11,378)</u>	<u>\$ (12,560)</u>	-9%

General government net revenue increased by approximately \$757 thousand, or 59%, due to increased capital contributions during the fiscal year due to increased contributed capital for capital assets.

Business-type Activities

The business-type activities had an increase in net position of \$5,592,779.

	Total Expense of Services		% Inc. Dec.	Net Revenue (Expense) of Services		% Inc. Dec.
	<u>2021</u>	<u>2020</u>		<u>2021</u>	<u>2020</u>	
Water	\$ 7,325	\$ 6,358	15%	\$ 2,219	\$ 2,264	-2%
Wastewater	2,413	2,125	14%	2,314	1,649	40%
Total	<u>\$ 9,738</u>	<u>\$ 8,483</u>	15%	<u>\$ 4,533</u>	<u>\$ 3,913</u>	16%

Wastewater net revenue increased by approximately \$665 thousand (40%) due to an increase in contributed capital received in FY21.

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General Fund Budgetary Highlights

For the year ended June 30, 2021, the General Fund reported actual budgetary basis revenues over final estimates by \$1,450,232 or a 12.3% positive variance. General Fund actual expenditures were under final appropriations by \$819,692 or a 6.4% positive variance.

Capital Asset and Debt Administration

Capital Assets

At the end of June 30, 2021, the City has \$188.8 million invested in capital assets including police and fire equipment, buildings, water and sewer lines, roads, and park facilities, among others.

TABLE 5
Capital Assets
(In Thousands)
(Net of accumulated depreciation)

	Governmental Activities		Business-Type Activities		Total	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
Land	\$ 14,904	\$ 14,802	\$ 489	\$ 489	\$ 15,393	\$ 15,291
Buildings and improvements	9,194	3,207	366	372	9,560	3,579
Machinery, furniture and equipment	16,039	17,033	2,654	2,852	18,693	19,885
Infrastructure	50,941	42,507	61,960	61,140	112,901	103,647
Construction in progress	12,776	14,499	19,489	4,160	32,265	18,659
Totals	\$ 103,854	\$ 92,048	\$ 84,958	\$ 69,013	\$ 188,812	\$ 161,061

See note 4 for additional details.

This year's more significant capital asset additions are the CIP projects of the Downtown River Corridor improvement project totaling \$4.2 million, City Hall renovation totaling \$2.2 million, Harmony Bridge project of \$2.8 million and the water reclamation project totaling \$15.1 million.

Debt Administration

At year-end, the City has \$49.3 million in outstanding notes, bonds, and capital leases, and additionally, the City had \$3.0 million in accrued compensated absences and utility deposits, an increase of approximately \$13.0 million from the prior year. The increase in long-term debt is attributed to the new draws on the 2017 OWRB clean water loan for construction on the water treatment plant.

	Governmental Activities		Business-Type Activities		Total		Total Percentage Change
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2020-2021</u>
General obligation bonds	\$ 20,460	\$ 19,010	\$ -	\$ -	\$ 20,460	\$ 19,010	7.6%
Capital leases payable	193	441	-	-	193	441	-56.2%
Notes payable	11,875	12,340	16,744	4,855	28,619	17,195	66.4%
Deposits subject to refund	-	-	971	853	971	853	13.8%
Accrued compensated absences	1,776	1,552	211	219	1,987	1,771	12.2%
Totals	\$ 34,304	\$ 33,343	\$ 17,926	\$ 5,927	\$ 52,230	\$ 39,270	33.0%

See note 6 for additional details.

Economic Factors and Next Year's Budget

Budget as Policy

A budget is more than just a set of numbers. It is, of course, a legally required detailed plan for allocating the limited resources, which are made available to a municipality, to accomplish its complex and varied missions and goals. But, it is equally an expression of public policy, revealing much about how the City: raises revenues to fund its operations and infrastructure improvements; prioritizes spending among various competing needs and demands; ensures stability and sustainability of its public services, and; builds capacity to deal with future disasters, economic difficulties and emergencies.

Bixby has a long-standing practice of:

- budgeting in a conservative manner;
- offering a quality but limited scope of governmental services;
- operating with a relatively lean workforce, with employees wearing many hats;
- striving to build and maintain adequate reserves, and;
- operating with relatively low amounts of debt.

This conservative approach to fiscal management has served Bixby well through the past, including through the Great Recession. It has earned the city high marks for its record of strong fiscal management from national credit rating firms, and is reflective of the conservative nature of the community itself. Only one other city in Oklahoma, that being Oklahoma City, has a higher credit rating than does Bixby.

As Standard & Poor's noted when it increased Bixby's bond rating to AA+ nine years ago, the city's heavy reliance on the relatively volatile local sales tax to fund most of its operations makes it imperative to maintain, at all times, sufficient reserves to satisfy liabilities, meet cash flow needs, serve as a safeguard against fluctuations in revenues, and to fund emergencies and other unanticipated expenses. The City of Bixby's budget for the forthcoming fiscal year honors those principles. The City still enjoys that same AA+ rating today.

Bixby's Biennial Budget

The City of Bixby implemented, effective with the 2015/2017 biennium, and going forward, a conservative budgeting reform known as a "rolling biennial budget". This means, this year, the City Council developed two separate fiscal year budgets (one for FY-22 and one for FY-23) that are each appropriated annually for their respective fiscal year period.

Typically, only relatively minor adjustments are made in the second year of the biennium to that fiscal year's budget, to reflect key changes in fiscal circumstances occurring after the initial, or tentative adoption of said budget. Some of the key benefits of biennial budgeting include: enhanced long-range strategic planning; improved fiscal sustainability and, in turn, organizational stability, and; decreased Council and staff time required for budgeting, allowing that time to be devoted to formulating policy solutions to address other critical community and regional issues. Our City Council and senior staff hold an annual two-day Strategic Planning Retreat to discuss long range planning.

**CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021**

A Balanced Budget

The City's biennial budget proposal is balanced, and each fiscal period's respective budget (i.e., FY-22 & FY-23) meets all statutory requirements of the Oklahoma Municipal Budget Act for proper municipal budgeting.

This budget was carefully crafted to enable the City to live within its means. Specifically, for each fiscal period, it limits the amount of increase in ongoing General Fund (the City's largest fund used to account for its daily operation's activities) spending to the estimated amount of growth in ongoing General Fund revenues. The only exceptions to this rule involve the use of one-time monies, past savings.

As explained further below, in November 2015, a successful special municipal election was held to modify the terms and uses of certain sales tax resources available to the city, to enhance funding for staffing, operations, capital improvement and economic development purposes. Most of the impact of these sales tax measures took effect in January 2017. The explanation which follows immediately deals with the approved budget as initially adopted.

This disciplined approach to budgeting helps:

- ensure stability and sustainability of our operations;
- preserve the level of service we offer our citizens,
- protect our investment in human capital, our most important asset, and;
- grow our fund balance to prepare for any potential revenue shortfall.

FY-22 (July 1, 2021 – June 30, 2022), first year of the 2022/2023 Biennium

Revenue Assumptions

Following is an explanation of revenue assumptions on which the approved FY-22 budget is based. First, it takes into account that Bixby's municipal tax rates changed in January 2017, in accordance with the November 2015 referendum. Should there be any changes made to municipal tax rates by area voters at any time during the biennium, appropriate budget amendments will be presented to the City Council for its consideration at the appropriate time:

We use a two year look-back method to determine revenue projections. Due the world wide COVID-19 pandemic, overall General Fund revenues in FY20 exceeded the FY19 prior year by only \$6,526. The original budget for FY21 was lowered due to anticipated revenue reductions; but, actual revenue for FY21 exceeded budget by \$953,082. With proper consideration of the ongoing COVID-19 pandemic and its potential effect on future revenues and with the one-time use of fund balance, budgeted revenues for FY-22 were then forecast to use \$526,270 from the FY21 actual revenues. This two year look-back process is considered to be very conservative and adds stability to the budget process.

FY-22 General Fund total revenues are budgeted to grow by \$526,270 or 5.26% over FY-21 budget, while General Fund expenses are budgeted to grow by \$657,678 or 6.25%. This expenditure growth over revenue growth is due to a 4% Cost of Living Adjustment (mostly from collective bargaining agreements and funded from prior year savings). FY-23 General Fund revenues are forecast to grow by \$59,990 or 0.57%, while General Fund expenses are forecast to be stable, each as compared to the FY-22 budget.

Bixby Public Works Authority (BPWA) revenues are estimated to grow during each year of the biennium in part due to previously-approved, impending utility rate increases. Specifically, FY-22's budgeted revenues for BPWA reflect the fully phased-in sewer rate increases, effective July 1st, for purposes of funding a new sewer treatment process, as required by order of the ODEQ. They are also subject to a

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potential increase in the sales price of the city's treated water, effective October 1, 2021, due to potential action of its water provider, the City of Tulsa, to increase Bixby's purchase price by a similar percentage at that time.

Major Initiatives Provided for by this Budget:

PUBLIC SAFETY - Reflecting the public's and City Council's priorities, a large portion of the increased General Fund spending provided for in the FY-22 Budget is devoted to Bixby Police, Fire and Street Departments as detailed below (the Police, Fire and Streets were actually increased by \$571,780):

- \$139,650 or 21.23% of the new General Fund spending went to the Police Department, while \$385,195 or 58.57% went to the Fire Department, and \$46,935 or 7.14% went to the Streets Department. The larger increase to the Fire Department is due to the City preparing to add Ambulatory Services and adding personnel.
- \$8,516,589 or 76.14% of the \$11.2 million in total General Fund spending approved for FY-22 was budgeted for Police, Fire, Streets and Emergency Services alone;

Among other major initiatives provided for in the FY-22 budget are:

Bixby continues to be one of the fastest growing cities in Oklahoma (we moved from 16th largest city to 15th largest in FY21). It is also an affluent community which features some of the most favorable demographics to be found. But as a suburban city statutorily dependent on retail sales taxes for the bulk of our operations funding, and one whose residents primarily shop and dine directly across our city limits boundary in what is urban Tulsa, Bixby faces greater fiscal pressures than most municipalities in our state.

Fortunately, due to economies of scale, there is not an exact linear relationship between growth in a community's population and the number of additional public employees required to provide that community with needed public services. However, in view of the city's historically limited staffing levels, city leaders are committed to working with the citizenry and budgets to actually grow our manpower in virtually all departments over time. This budget continues that effort.

- The FY-22 budget continues with our minimum wage paid to City employees (\$15.00 per hour), and in general, funds market-appropriate compensation adjustments for each of our employee groups, to aid employee recruitment and retention. The City's underlying goal is to ensure its overall compensation (including wages and benefits), provided to its workforce, remains both market-competitive and, equally important, is sustainable over time;
- Specifically, most non-uniformed employees were eligible for a 4.0% cost of living increase (with some increases greater than 4.0%);
- A collective bargaining agreement with the city's firefighters union provides firefighters with an overall average wage increase of 5.03% in FY-22. This is the second year of a three year collective bargaining agreement with members of its fire union. Also, the City is continuing a process to add ambulatory services to our fire department. To that end, the City added six new positions (five Firefighter/EMT and one EMT Assistant Chief) and is committed to providing the proper training to produce EMTs;

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- A collective bargaining agreement (approved in December 2020) with the city's police union provided officers with an overall average wage increase of 9.25% in FY-21; and 3.23% in FY22. FY22 is the second year of a three year collective bargaining agreement with members of its police union;
- Continues on-going efforts to address Bixby's ODEQ-mandated wastewater disposal facilities needs through construction and operation of a modern wastewater treatment plant to replace outdated sewage lagoons currently in use. Oklahoma Water Resources Board approved a \$24,000,000 Promissory Note Loan in September 2017 (this facility is scheduled to be completed in March 2022);
- Continues planning for water system improvements to address anticipated storage and distribution needs in South Bixby;
- Funds the city's new annual comprehensive (city-wide) street and drainage rehabilitation program, known as CIRP, to preserve Bixby's investment in its roads, bridges, and drainage infrastructure. This program (which is funded from Auto License and Gasoline Excise taxes - is an excellent use of such funds, since the program's scope can readily be modified from one year to the next to accommodate funding availability) works well, as long as the overall program commitment is continued. The CIRP was created by the City Council to help address Bixby's growing backlog of infrastructure maintenance, which far and away exceeds the very modest level of dedicated funding otherwise available for such purposes. Results of a comprehensive pavement assessment will enable Council in the coming months to prioritize and allocate these and future street improvement funds to address critical needs;
- Uses past budgetary savings to provide matching funds for future pavement overlays in our community, in partnership with Tulsa County, to be undertaken as their road crew becomes available. Though infrequent, this can occur on relatively short notice, and the city must either have dollars set aside or lose out on the opportunity to partner with another metro Tulsa community;
- Accommodates funding for mitigation to the City's Haikey Creek Flood Control project, which was just completed prior to the Arkansas River flooding in May 2019. This flooding caused damage to the control process and should be repaired by December 2021. As completed, it will bring approximately 900 acres out of the floodplain enabling it to be developed, primarily for residential housing;
- Accommodates funding for the City's Phase 3 Downtown River Corridor Development Plan, including downtown streetscapes, a gateway signage project and continued park expansion;
- Continues funding for intersection widening on 111th, 121st, 131st, from Memorial Ave. to Mingo Road. As per state funding requirements, environmental clearances have been obtained and right-of-way acquisitions have been negotiated. Construction will begin pending the Oklahoma Department of Transportation's approval of right-of-way and construction documents;
- Provides funds for a master plan to guide our future improvements at Lake Bixhoma, including the pursuit of federal grants;

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- Maintains a restricted, “Disaster Recovery Reserve Fund”, with a current sum of \$3.45 million. Heretofore, these monies, which were accumulated from past budgetary savings over a multiple of years, for the purpose of helping enable the community to recover from a future large-scale natural or man-made disaster, had been accounted for within the Capital Improvement Fund. Also, in FY21, we placed CARES ACT Funds here for future needs.
- Funds the land acquisition and construction of a new fire station, which will include ambulance bays and training facilities, to better serve our Community’s citizens;
- Funds necessary equipment replacement within various departments to ensure employees have the tools necessary to accomplish their mission. This includes Capital Improvement Fund monies for: continued implementation of the city’s comprehensive new Police and Fire radio communications system; new patrol vehicles and miscellaneous police equipment; Fire personal protective gear; equipment for the Parks Department, replacement computers for various departments, the updating of the community’s Comprehensive Plan, as required by state statute and to help ensure quality development outcomes in our community, etc., and;
- Funds unavoidable increases in various fixed costs (health insurance, dental, workers compensation, etc.) necessary to retain the City’s workforce. The City will continue to provide its workforce with high quality health insurance and related employee benefits.
- The City Council approved a new list of fees and fee increases in April 2017 and modified that fee schedule effective July 1, 2021. The city’s departments will be looking at their fees and use charges to improve or develop new appropriate fees or charges to assure its citizens’ continued high levels of adequate customer service, while no specific revenues from such a proposal were included in the approved budget,.

Summary of Related Details

- This FY-22 budget provides the fifth full-year of a Sales Tax Personnel Fund to provide continuing funding for eleven new positions of:
 - three Firefighters;
 - four Police Officers;
 - two Public Safety Dispatchers (Communications Officers)
 - two Street Department crew member positions; and,
 - two new Firefighters in FY21 for EMT positions for an ambulatory service and two more in FY22. The Police Department added a new Public Safety Dispatcher in FY22.

These new positions were part of the November 2015 referendum to change a portion of the county sales tax to the benefit of the city effective January 2017.

- Continues BPWA funding for three new water distribution crew members, effective November 1, 2015, to help ensure water leaks are addressed on a more timely basis, improve response time to customer complaints, and generally keep pace with the growing demands for services arising from our rapidly-expanding infrastructure network and number of water customers.
- This budget also provides continuing funding for the new Public Information Officer / Event Coordinator for the City and BPWA through the Economic Development Fund, and;

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- This budget provides for a transfer of \$625,000 of past budgetary savings from the General Fund to the Stormwater Fund, in anticipation of expanded mowing and other requirements beginning in FY-22, when the Haikey Creek Flood Control project comes on-line.

August 2016 General Obligation Bond Election Overwhelmingly Approved by Local Voters

On August 23, 2016, Bixby voters overwhelmingly approved each of four propositions involving the issuance of \$18,000,000 in General Obligation bonds. These bonds were issued over a five year period (starting in 2016) to provide funding of key infrastructure projects designed to improve economic development and quality of life, and provide long term fiscal sustainability for the city's public safety, streets and parks systems, all without raising the total or combined tax rates previously in place.

Proposition 1 provides \$975,000 for funding for stormwater drainage facilities within South Bixby:

Proposition 2 provides \$4,215,000 for Public Safety infrastructure improvements:

- Purchasing and installing Property Security Camera System
- Police Department gun range improvements, including possible land acquisition
- Purchasing and replacing two fire engines and one ladder truck for the Fire Department

Proposition 3 provides \$11,835,000 for repairing streets:

- 131st Street improvements between Memorial and Mingo
- 131st Street improvements between Sheridan and Memorial
- 121st Street improvements between Memorial and 85th East Avenue
- 151st Street and Harvard Avenue improvements and signalization
- 111th Street improvements between Memorial and 86th East Avenue

Proposition 4 provides \$975,000 for improvements of the City's Parks Department:

- Continued improvements at Bentley Park
- Repurposing the rodeo arena to multi-use athletic fields
- Repairing Bixhoma Lake

April 2021 General Obligation Bond Election Overwhelmingly Approved by Local Voters

On April 6, 2021, Bixby voters overwhelmingly approved each of four propositions involving the issuance of \$28,500,000 in General Obligation bonds. These bonds will be issued over a five year period (starting in 2021) to provide funding of key infrastructure projects designed to improve economic development and quality of life, and provide long term fiscal sustainability for the city's public safety, streets and parks systems, all without raising the total or combined tax rates previously in place.

Proposition 1 provides \$8,500,000 for funding for a new fire station and ambulance facility in south Bixby:

Proposition 2 provides \$16,300,000 for repairing streets:

- 131st Street improvements between Memorial and Mingo
- Mingo Road Street improvement between 101st to 111th
- 161st Street improvements between Memorial and Central Elementary School

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- 131st Street improvements between Mingo and Garnett

Proposition 3 provides \$1,700,000 for improvements of the City's Parks Department:

- Continued improvements at Bentley Park

Proposition 4 provides \$2,000,000 for repairing stormwater drainage:

- South Bixby Drainage projects
- North Bixby Drainage projects

Economy

The long term outlook for the City of Bixby remains positive, as long term local economic development initiatives take root and the national economy experiences growth. City of Bixby officials aggressively market the community as a potential home to retailers in an effort to expand the number of locally available shopping and dining options and boost municipal operating revenues. We currently have two hotels, four retail grocers, two big box home improvement stores and a multi-screen movie theater. Obviously, this outlook is tempered for the short term due to the continuing COVID-19 pandemic.

Bixby is known as a friendly, attractive and rewarding place in which to relocate and prosper. Opportunity for new business activity abounds in Bixby, which features some of the highest population growth trends and most favorable income and educational attainment demographics found in the state of Oklahoma, as well as a documented retail trade gap in excess of \$0.6 billion. This market potential, along with Bixby's high quality of schools, status as the safest community in the state for cities its size, with a stable, progressive government, a dynamic chamber of commerce, and very attractive quality of life, continue to make Bixby a top choice for people and businesses looking to relocate to the Tulsa metro area in NE Oklahoma.

Continuing a multi-year trend, Bixby was once again in 2021 one of the fastest growing cities in Oklahoma. Bixby is now the 15th largest city in the state, up from 32nd a decade ago, and has a population over 29,686 (per worldpopulationreview.com). And while some Tulsa metro area communities are approaching "built-out" status, Bixby has plenty of remaining land within its fence line to accommodate both additional residential growth and significant commercial development, including along the Arkansas River.

Despite this growth, Bixby has retained a friendly, small town feel, with beautiful neighborhoods, numerous churches, and many community amenities. In 2009, these factors led CNN Money.com to select Bixby as one of its Best Places to Live in America, designating it one of America's best small towns. Commercial developers have likewise praised the City of Bixby for being "business friendly" and easy to work with, citing the personal attention and access to city staff.

Bixby participates in the diversified Tulsa regional economy and labor market, which is recognized nationally for its performance:

Greater Tulsa selected No. 1 place to live in the U.S. (Relocate America 2009)

No. 1 metro for cost of living (Business Facilities 2010)

No. 4 metro for quality of life (Business Facilities 2010)

No. 6 region for small business (The Business Journals 2011)

Top 100 Metro among the leading world economies (Brookings Institution 2012)

No. 1 fastest-growing state by GDP (The Huffington Post 2010)

No. 1 state for entrepreneurship (Kaufman Foundation 2010)

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No. 3 state for corporate tax environment (Area Development 2010)
No. 4 state for workforce development (Area Development 2010)
No. 4 state for employment (Business Facilities 2010)
Top 10 state for job growth and business creation (Bureau of Labor Statistics 2011)
No. 10 state for doing business (Area Development 2010)
No. 15 best state for top business climate (Site selection Magazine 2012)
No. 2 among top 10 cities for young people to find a job (the Fiscal Times 2012)

Bixby is well connected to the state and regional economy via an excellent set of state highways and is less than a thirty minute drive to Tulsa International Airport and downtown Tulsa. Bixby is only about a 40 minute drive to the Port of Catoosa (a maritime shipping waterway to the world). And in terms of global connectivity, few cities can compete with Bixby, which recently became Oklahoma's first "gigabit city". This new reality, which places Bixby on par with a select group of the most progressive communities in the nation, is expected to boost commercial growth locally and further enhance quality of life for citizens.

Forty-five percent of Bixby's citizens hold college degrees. Bixby has the highest median home values in the Tulsa Metro Region (at \$223,900, is 60% higher than the state as a whole). Finally, Bixby has the highest Per Capita Income in the Tulsa Metro Region, (at \$47,602, is 34% higher than state as a whole).

The Bixby Public Schools district is one of the fastest growing in the state. In 2010, voters approved by an overwhelming majority a multi-year \$62,000,000 bond issue, without raising taxes, for the construction and renovation of school buildings. This award-winning school system boasts excellent state test scores and outstanding activity programs. A 2015 bond issue won approval to enable the school district to continue to construct and improve its facilities to accommodate the current and forecasted growth in student census.

The PostRock Plaza shopping center, located at 101st and Memorial, was purchased by new owners last year, who made several major aesthetic upgrades and have been busy filling up remaining vacancies with a variety of professional offices, which is boosting lunch and dinner crowds at area restaurants. They also bought the facility previously known as the Spirit Bank Event Center and transformed it into a mega church. The State's first Costco, a mammoth membership club retailer and major destination point for shoppers, has recently opened (in the Tulsa city limits), directly across the street from this development, which is expected to further stimulate sales at Bixby retailers and restaurants. Several new restaurants have opened in the community and/or are currently under construction.

The intersection of 121st & Memorial has become the hub for a considerable amount of commercial and residential development, and is considered one of the hottest development zones in the Tulsa Metro area. A new high-end assisted living center, Covenant Place, is now open on the SW corner, and new housing additions are being planned which will boost head counts and in turn stimulate future retail business activity in the area. Also, we have seen a highly favorable leasing response at a recently-constructed \$20 million Class "A" 248 unit apartment complex (Encore on Memorial) located on the SW corner of 121st & Memorial. Another Class "A" 198 unit apartment complex on the SE corner named Residences at Boardwalk. The development has a small lake that has a boardwalk around it; and, may eventually have shops and restaurants along the boardwalk. One unique development recently approved for this area, near the NW corner, will be a combined housing and retail "village". This development will be styled like a European village with single and multi-family housing with retail and restaurant space around a small lake. This development is owned by a local church, which will include a new building on the property.

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Further south, a \$5 million park expansion and upgrade at Bentley Youth Sports Complex which improved each of the existing sports venues, adding an additional softball quad, and an innovative set of multi-sports courts which will provide opportunities for basketball, soccer, and volleyball tournaments, plus free play when not otherwise in use. There have been multiple electronic scoreboards added through a generous donation. These improvements are enabling this outstanding sports complex to hold even more sports tournaments in the coming years, something which has proven to be a major stimulus to area hotel and other retail business in recent years.

Contacting the City's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Finance Director's Office at P.O. Box 70, Bixby, OK 74008 or phone at (918) 366-4430.

Respectfully submitted,

Charles Barnes
City Treasurer/Finance Director

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BASIC FINANCIAL STATEMENTS – GOVERNMENT-WIDE

CITY OF BIXBY, OKLAHOMA
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Statement of Net Position– June 30, 2021

	<u>Governmental</u> <u>Activities</u>	<u>Business-type</u> <u>Activities</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents	\$ 32,377,248	\$ 19,971,288	\$ 52,348,536
Investments	19,118,633	15,036,718	34,155,351
Accounts receivable, net of allowance	1,068,828	1,458,367	2,527,195
Due from other governments	2,651,004	397,105	3,048,109
Other receivables	9,093	-	9,093
Net OPEB asset	39,588	36,717	76,305
Inventories	-	13,819	13,819
Capital Assets:			
Land and construction in progress	27,680,689	19,977,803	47,658,492
Other capital assets, net of depreciation	76,173,661	64,980,400	141,154,061
Total Assets	<u>\$ 159,118,744</u>	<u>\$ 121,872,217</u>	<u>\$ 280,990,961</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred amounts on refunding	\$ 21,238	\$ -	\$ 21,238
Deferred amounts related to pensions	3,625,872	549,795	4,175,667
Deferred amounts related to OPEB	49,912	35,470	85,382
Total Deferred Outflows	<u>3,697,022</u>	<u>585,265</u>	<u>4,282,287</u>
LIABILITIES			
Accounts payable and accrued expenses	602,641	1,807,306	2,409,947
Accrued interest payable	212,454	85,364	297,818
Due to bondholders	4,228	-	4,228
Due to other governments	3,633	-	3,633
Long-term liabilities			
Due within one year	4,068,437	2,344,007	6,412,444
Due in more than one year	38,823,882	16,280,860	55,104,742
Total liabilities	<u>43,715,275</u>	<u>20,517,537</u>	<u>64,232,812</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred amounts related to pensions	401,999	50,080	452,079
Deferred amounts related to OPEB	34,178	40,391	74,569
Total Deferred Inflows	<u>436,177</u>	<u>90,471</u>	<u>526,648</u>
NET POSITION			
Net investment in capital assets	80,087,290	68,214,209	148,301,499
Restricted by:			
State statutes	2,874,433	-	2,874,433
Contractual	5,949,529	758,875	6,708,404
Unrestricted	29,753,062	32,876,390	62,629,452
Total net position	<u>\$ 118,664,314</u>	<u>\$ 101,849,474</u>	<u>\$ 220,513,788</u>

See accompanying notes to the basic financial statements.

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Statement of Activities –Year Ended June 30, 2021

Functions/Programs	Expenses	Program Revenue			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Primary government							
Governmental Activities:							
General Government	\$ 3,870,362	\$ 954,172	\$ -	\$ 2,398,058	\$ (518,132)	\$ -	\$ (518,132)
Public Safety	10,536,690	940,470	2,977,561	4,155	(6,614,504)	-	(6,614,504)
Streets	2,965,246	904,039	253,012	293,275	(1,514,920)	-	(1,514,920)
Culture and Recreation	1,606,490	21,865	-	-	(1,584,625)	-	(1,584,625)
Cemetery	173,706	180,900	-	-	7,194	-	7,194
Economic Development	236,556	-	-	-	(236,556)	-	(236,556)
Interest on Long-term debt	916,110	-	-	-	(916,110)	-	(916,110)
Total governmental activities	<u>20,305,160</u>	<u>3,001,446</u>	<u>3,230,573</u>	<u>2,695,488</u>	<u>(11,377,653)</u>	<u>-</u>	<u>(11,377,653)</u>
Business-Type Activities:							
Water	7,325,458	8,501,691	-	1,043,283	-	2,219,516	2,219,516
Wastewater	2,412,704	3,540,077	-	1,186,294	-	2,313,667	2,313,667
Total business-type activities	<u>9,738,162</u>	<u>12,041,768</u>	<u>-</u>	<u>2,229,577</u>	<u>-</u>	<u>4,533,183</u>	<u>4,533,183</u>
Total primary government	<u>\$ 30,043,322</u>	<u>\$ 15,043,214</u>	<u>\$ 3,230,573</u>	<u>\$ 4,925,065</u>	<u>\$ (11,377,653)</u>	<u>\$ 4,533,183</u>	<u>\$ (6,844,470)</u>
General revenues:							
Taxes:							
Property taxes					\$ 3,932,211	\$ -	\$ 3,932,211
Sales and use taxes					18,487,712	-	18,487,712
Franchise taxes and public service taxes					991,362	-	991,362
Hotel/motel taxes					149,168	-	149,168
E911 taxes					246,502	-	246,502
Intergovernmental revenue not restricted to specific programs					209,697	-	209,697
Unrestricted investment earnings					286,481	171,910	458,391
Miscellaneous					836,246	70,470	906,716
Transfers					(1,940,717)	1,940,717	-
Total general revenues and transfers					<u>23,198,662</u>	<u>2,183,097</u>	<u>25,381,759</u>
Change in net position					<u>11,821,009</u>	<u>6,716,280</u>	<u>18,537,289</u>
Net position - beginning					<u>106,843,305</u>	<u>95,133,194</u>	<u>201,976,499</u>
Net position - ending					<u>\$ 118,664,314</u>	<u>\$ 101,849,474</u>	<u>\$ 220,513,788</u>

See accompanying notes to the basic financial statements.

CITY OF BIXBY, OKLAHOMA
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BASIC FINANCIAL STATEMENTS - GOVERNMENTAL FUNDS

CITY OF BIXBY, OKLAHOMA
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Governmental Funds Balance Sheet - June 30, 2021

	<u>General Fund</u>	<u>2019 GO Bond Fund</u>	<u>2020 GO Bond Fund</u>	<u>Water & Sewer Development Fund</u>	<u>Capital Improvement Fund</u>	<u>Debt Service Fund</u>	<u>Downtown River Corridor Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS									
Cash and cash equivalents	\$ 5,061,378	\$ 79,562	\$ 4,441,888	\$ 15,142,258	\$ 4,785,015	\$ 1,168,632	\$ 3,892,037	\$ 12,754,082	\$ 47,324,852
Investments	3,023,386	-	-	-	3,009,033	906,847	752,814	12,553,147	20,245,227
Receivable from other governments	1,086,076	-	-	-	579,505	57,201	158,842	1,166,485	3,048,109
Due from other funds	-	-	-	185,785	-	859	-	426,689	613,333
Taxes receivable, net	74,406	-	-	-	-	-	-	39,203	113,609
Court fines receivable, net	752,939	-	-	-	-	-	-	-	752,939
Ambulance receivable, net	18,291	-	-	-	-	-	-	-	18,291
Utilities receivable, net	-	-	-	-	-	-	-	32,400	32,400
Other receivables	69,544	-	-	-	-	4,100	9,093	77,945	160,682
Total assets	<u>\$ 10,086,020</u>	<u>\$ 79,562</u>	<u>\$ 4,441,888</u>	<u>\$ 15,328,043</u>	<u>\$ 8,373,553</u>	<u>\$ 2,137,639</u>	<u>\$ 4,812,786</u>	<u>\$ 27,049,951</u>	<u>\$ 72,309,442</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES									
Liabilities:									
Accounts payable	\$ 112,740	-	-	\$ 10,883	\$ 12,072	\$ -	\$ 171,289	\$ 60,277	\$ 367,261
Accrued payroll payable	204,242	-	-	-	-	-	-	33,493	237,735
Due to other funds	859	416,163	-	-	-	10,526	-	-	427,548
Due to bondholders	4,228	-	-	-	-	-	-	-	4,228
Payable to other governments	3,633	-	-	-	-	-	-	-	3,633
Other payables	8,528	-	-	-	-	-	-	-	8,528
Total liabilities	<u>334,230</u>	<u>416,163</u>	<u>-</u>	<u>10,883</u>	<u>12,072</u>	<u>10,526</u>	<u>171,289</u>	<u>93,770</u>	<u>1,048,933</u>
Deferred inflows:									
Deferred revenue	<u>699,745</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>21,930</u>	<u>-</u>	<u>80,755</u>	<u>802,430</u>
Fund balances:									
Restricted	-	-	4,441,888	311,696	-	1,718,410	1,658,037	9,902,904	18,032,935
Assigned	1,662,322	-	-	15,005,464	8,361,481	386,773	2,983,460	16,972,522	45,372,022
Unassigned (deficit)	<u>7,389,723</u>	<u>(336,601)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,053,122</u>
Total fund balances	<u>9,052,045</u>	<u>(336,601)</u>	<u>4,441,888</u>	<u>15,317,160</u>	<u>8,361,481</u>	<u>2,105,183</u>	<u>4,641,497</u>	<u>26,875,426</u>	<u>70,458,079</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 10,086,020</u>	<u>\$ 79,562</u>	<u>\$ 4,441,888</u>	<u>\$ 15,328,043</u>	<u>\$ 8,373,553</u>	<u>\$ 2,137,639</u>	<u>\$ 4,812,786</u>	<u>\$ 27,049,951</u>	<u>\$ 72,309,442</u>

See accompanying notes to the basic financial statements.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances – Year Ended June 30, 2021

	<u>General Fund</u>	<u>2019 GO Bond Fund</u>	<u>2020 GO Bond Fund</u>	<u>Water & Sewer Development Fund</u>	<u>Capital Improvements Fund</u>	<u>Debt Service Fund</u>	<u>Downtown River Corridor Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
REVENUES									
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,926,315	\$ -	\$ -	\$ 3,926,315
Sales and use tax	7,641,316	-	-	-	4,351,278	-	1,146,198	5,348,920	18,487,712
Franchise and miscellaneous taxes	991,362	-	-	-	-	-	-	395,670	1,387,032
Intergovernmental	818,103	-	-	-	-	-	-	2,716,856	3,534,959
Licenses and permits	862,232	-	-	-	-	-	-	-	862,232
Charges for services	712,128	-	-	279,313	-	31,842	-	970,639	1,993,922
Fines & forfeitures	402,263	-	-	-	-	-	-	-	402,263
Investment earnings	48,235	2,348	13,424	75,943	57,447	14,490	4,505	155,961	372,353
Miscellaneous	330,252	-	-	3,138	42,905	85,260	148,023	282,601	892,179
Total revenues	<u>11,805,891</u>	<u>2,348</u>	<u>13,424</u>	<u>358,394</u>	<u>4,451,630</u>	<u>4,057,907</u>	<u>1,298,726</u>	<u>9,870,647</u>	<u>31,858,967</u>
EXPENDITURES									
Administration	442,336	-	-	-	-	-	-	-	442,336
City attorney	119,588	-	-	-	-	-	-	-	119,588
Municipal court	125,188	-	-	-	-	-	-	-	125,188
Community service	2,678	-	-	-	-	-	-	-	2,678
General government	1,087,521	-	-	-	-	199,010	4,463,394	118,395	5,868,320
Police	3,690,657	-	-	-	-	-	-	830,076	4,520,733
Fire	3,251,420	-	-	-	-	-	-	-	3,251,420
Emergency Management	26,156	-	-	-	-	-	-	-	26,156
Streets	692,063	-	-	-	-	-	-	961,608	1,653,671
Culture and recreation	-	-	-	-	-	-	-	848,711	848,711
Cemetery	150,196	-	-	-	-	-	-	-	150,196
Economic development	-	-	-	-	-	-	-	237,114	237,114
E-911	-	-	-	-	-	-	-	85,445	85,445
Water and sewer	390,233	-	-	-	-	-	-	-	390,233
Capital outlay	76,894	87,473	102,293	30,010	2,668,295	-	3,749,541	2,310,745	9,025,251
Debt service:									
Principal	-	-	-	-	247,807	3,250,000	465,000	-	3,962,807
Interest and other charges	-	-	-	-	8,780	506,320	427,875	-	942,975
Total expenditures	<u>10,054,930</u>	<u>87,473</u>	<u>102,293</u>	<u>30,010</u>	<u>2,924,882</u>	<u>3,955,330</u>	<u>9,105,810</u>	<u>5,392,094</u>	<u>31,652,822</u>
Excess (deficiency) of revenues over expenditures	<u>1,750,961</u>	<u>(85,125)</u>	<u>(88,869)</u>	<u>328,384</u>	<u>1,526,748</u>	<u>102,577</u>	<u>(7,807,084)</u>	<u>4,478,553</u>	<u>206,145</u>
OTHER FINANCING SOURCES (USES)									
Proceeds from long-term debt	-	-	-	-	-	4,700,000	-	-	4,700,000
Transfers in	2,130,872	-	4,530,757	6,673,188	1,516,030	-	-	2,403,303	17,254,150
Transfers out	(2,573,872)	-	-	(139,056)	(1,626,614)	(4,530,757)	-	(4,670,133)	(13,540,432)
Total other financing sources (uses)	<u>(443,000)</u>	<u>-</u>	<u>4,530,757</u>	<u>6,534,132</u>	<u>(110,584)</u>	<u>169,243</u>	<u>-</u>	<u>(2,266,830)</u>	<u>8,413,718</u>
Net change in fund balances	1,307,961	(85,125)	4,441,888	6,862,516	1,416,164	271,820	(7,807,084)	2,211,723	8,619,863
Fund balances - beginning	7,744,084	(251,476)	-	8,454,644	6,945,317	1,833,363	12,448,581	24,663,703	61,838,216
Fund balances - ending	<u>\$ 9,052,045</u>	<u>\$ (336,601)</u>	<u>\$ 4,441,888</u>	<u>\$ 15,317,160</u>	<u>\$ 8,361,481</u>	<u>\$ 2,105,183</u>	<u>\$ 4,641,497</u>	<u>\$ 26,875,426</u>	<u>\$ 70,458,079</u>

See accompanying notes to the basic financial statements.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

Reconciliation of Governmental Funds and Government-Wide Financial Statements:

Total fund balance, governmental funds	\$	70,458,079
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the Statement of Net Position.		103,854,350
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Other long-term assets are not available to pay for current period expenditures and therefore they, along with pension and OPEB related deferred outflows, are not reported in the funds.

Deferred revenue related to availability		802,430
Net OPEB asset		39,588
Pension and OPEB related deferred outflows		3,675,784
		<u>4,517,802</u>

Certain special revenue funds are used by management to perform business-type activities. The assets and liabilities of these special revenue funds are included in business-type activities in the Statement of Net Position.

Water and Sewer Development Fund		(15,317,160)
Citizen's Planned Fund		(1,444,733)
		<u>(16,761,893)</u>

Some liabilities (such as Notes Payable, Capital Lease Contract Payable, Long-term Compensated Absences, Bonds Payable, and net pension liability), are not due and payable in the current period and therefore, they, along with pension and OPEB related deferred inflows, are not included in the fund financial statement, but are included in the governmental activities of the Statement of Net Position.

Accrued interest payable		(212,454)
Capital lease obligation		(12,068,322)
General obligation bonds		(20,438,762)
Bond premium		(179,183)
Net pension liability		(8,409,237)
Pension and OPEB related deferred inflows		(436,177)
Accrued compensated absences		(1,775,577)
		<u>(43,519,712)</u>

Internal service fund net position, classified as governmental activities at the government-wide financial statements.		115,688
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Net Position of Governmental Activities in the Statement of Net Position	\$	<u>118,664,314</u>
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See accompanying notes to the basic financial statements.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

Reconciliation of Governmental Funds and Government-Wide Financial Statements:

Net change in fund balances - total governmental funds: \$ 8,619,863

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Governmental funds report outlays for capital assets and bond issue costs as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period.

Capital asset purchases capitalized	13,398,765
Capital assets contributed	2,398,058
Depreciation expense	(3,977,089)
Book value of disposed capital assets	(13,498)
	11,806,236

In the Statement of Activities, the net cost of pension benefits earned is calculated and reported as pension expense. The fund financial statements report pension contributions as pension expenditures. This amount represents the difference between pension contributions and calculated pension expense.

(1,288,994)

In the Statement of Activities, the net cost of OPEB benefits earned is calculated and reported as OPEB expense. The fund financial statements report OPEB contributions as OPEB expenditures/expenses. This amount represents the difference between OPEB contributions and calculated OPEB expense.

19,083

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:

Change in deferred revenue	25,812
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Certain special revenue funds are used by management to perform business-type activities. The net change in fund balances of these special revenue funds are included in business-type activities in the Statement of Net Position:

Water and Sewer Development Fund	(6,862,516)
Citizen's Planned Fund	524,128
	(6,338,388)

Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position:

Principal payments on long-term debt	3,962,806
Proceeds of long-term debt	(4,700,000)
Bond premium	(85,261)
Amortization of bond premium and deferred amounts on refunding	21,498
	(800,957)

Internal service funds are used by management to charge the costs of certain activities, such as health insurance to individual funds. The net revenue (expense) of certain internal service funds is reported with governmental activities.

(1,180)

Some expenses reported in the statement of activities do not require the use of current financial resources and these are not reported as expenditures in governmental funds:

Change in accrued interest payable	2,625
Change in accrued compensated absences	(223,091)
	(220,466)

Change in net position of governmental activities	\$ 11,821,009
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See accompanying notes to the basic financial statements.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

BASIC FINANCIAL STATEMENTS - PROPRIETARY FUNDS

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

Proprietary Fund Statement of Net Position - June 30, 2021

	<u>Bixby Public Works Authority</u>	<u>Internal Service Funds</u>
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 16,986,710	\$ 115,688
Restricted:		
Cash and cash equivalents	176,373	-
Due from other funds	10,748	-
Accounts receivable, net	1,458,367	-
Inventories	13,819	-
Total current assets	<u>18,646,017</u>	<u>115,688</u>
Non-current assets:		
Restricted:		
Investments	1,655,037	-
Net OPEB asset	36,717	-
Capital assets:		
Land and construction in progress	19,977,803	-
Other capital assets, net of accumulated depreciation	64,980,400	-
Total non-current assets	<u>86,649,957</u>	<u>-</u>
Total assets	<u>\$ 105,295,974</u>	<u>\$ 115,688</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amounts related to pensions	549,795	-
Deferred amounts related to OPEB	35,470	-
Total deferred outflows	<u>585,265</u>	<u>-</u>
LIABILITIES		
Current liabilities:		
Accounts payable	\$ 1,744,872	\$ -
Accrued payroll payable	51,551	-
Accrued interest payable	85,364	-
Due to other funds	196,533	-
Deposits subject to refund	171,948	-
Compensated absences	42,210	-
Notes payable	2,129,849	-
Total current liabilities	<u>4,422,327</u>	<u>-</u>
Non-current liabilities:		
Compensated absences	168,841	-
Deposits subject to refund	799,140	-
Net pension liability	698,734	-
Notes payable	14,614,145	-
Total non-current liabilities	<u>16,280,860</u>	<u>-</u>
Total liabilities	<u>20,703,187</u>	<u>-</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred amounts related to pensions	50,080	-
Deferred amounts related to OPEB	40,391	-
Total deferred inflows	<u>90,471</u>	<u>-</u>
NET POSITION		
Net investment in capital assets	68,214,209	-
Restricted for debt service	758,875	-
Unrestricted	16,114,497	115,688
Total net position	<u>\$ 85,087,581</u>	<u>\$ 115,688</u>

See accompanying notes to the basic financial statements.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

Proprietary Fund Statement of Revenues, Expenses, and Changes in Net Position - Year Ended June 30, 2021

	<u>Bixby Public</u> <u>Works Authority</u>	<u>Internal Service</u> <u>Funds</u>
REVENUES		
Water	\$ 8,324,099	\$ -
Sewer	3,351,595	-
Miscellaneous	154,093	45,936
Total operating revenues	<u>11,829,787</u>	<u>45,936</u>
OPERATING EXPENSES		
Administration	2,243,466	-
Water	4,866,685	-
Wastewater	568,938	-
Insurance claims	-	47,138
Depreciation	1,816,884	-
Total Operating Expenses	<u>9,495,973</u>	<u>47,138</u>
Operating income (loss)	<u>2,333,814</u>	<u>(1,202)</u>
NON-OPERATING REVENUES (EXPENSES)		
Interest and investment revenue	88,758	22
Interest expense	(212,179)	-
Total non-operating revenue (expenses)	<u>(123,421)</u>	<u>22</u>
Income (loss) before contributions and transfers	2,210,393	(1,180)
Capital contributions	2,229,577	-
Transfers in	7,062,675	-
Transfers out	(11,124,753)	-
Change in net position	377,892	(1,180)
Total net position - beginning	84,709,689	116,868
Total net position - ending	<u>\$ 85,087,581</u>	<u>\$ 115,688</u>

See accompanying notes to the basic financial statements.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

Reconciliation of Proprietary Fund and Government-Wide Financial Statements:

Total net position, proprietary funds	\$ 85,087,581
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Amounts reported for business-type activities in the Statement of Net Position are different because:

Certain special revenue funds are used by management to perform business-type activities. The assets and liabilities of these special revenue funds are included in business-type activities in the Statement of Net Position.

Water and Sewer Development Fund	15,317,160
Citizen's Planned Fund	1,444,733
	<u>16,761,893</u>

Net Position of Business-type Activities in the Statement of Net Position	<u>\$ 101,849,474</u>
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Change in net position - total proprietary funds:	\$ 377,892
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Amounts reported for Business-type Activities in the Statement of Activities are different because:

Certain special revenue funds are used by management to perform business-type activities. The net change in fund balances of these special revenue funds are included in business-type activities in the Statement of Net Position:

Water and Sewer Development Fund	6,862,516
Citizen's Planned Fund	(524,128)
	<u>6,338,388</u>

Change in net position of business-type activities	<u>\$ 6,716,280</u>
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See accompanying notes to the basic financial statements.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

Proprietary Fund Statement of Cash Flows - Year Ended June 30, 2021

	<u>Bixby Public</u> <u>Works Authority</u>	<u>Internal Service</u> <u>Funds</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	\$ 12,107,095	\$ 45,936
Payments to suppliers	(4,305,636)	(47,138)
Payments to employees	(2,349,985)	-
Receipts of customer meter deposits	287,853	-
Refunds of customer meter deposits	(169,758)	-
Interfund receipts	190,345	-
Interfund payments	(4,560)	-
Net cash provided by (used in) operating activities	<u>5,755,354</u>	<u>(1,202)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Transfers from other funds	7,562,675	-
Transfers to other funds	(11,624,753)	-
Net cash provided by (used in) noncapital financing activities	<u>(4,062,078)</u>	<u>-</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Purchases of capital assets	(15,532,342)	-
Proceeds from notes receivables	30,461	-
Proceeds from debt	13,963,729	-
Principal paid on debt	(2,074,530)	-
Interest and fiscal agent fees paid on debt	(155,885)	-
Net cash provided by (used in) capital and related financing activities	<u>(3,768,567)</u>	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Sale of investments	5,005,402	-
Interest and dividends	88,758	22
Net cash provided by investing activities	<u>5,094,160</u>	<u>22</u>
Net increase (decrease) in cash and cash equivalents	3,018,869	(1,180)
Balances - beginning of year	<u>14,144,214</u>	<u>116,868</u>
Balances - end of year	<u>\$ 17,163,083</u>	<u>\$ 115,688</u>
Reconciliation to Statement of Net Position:		
Cash and cash equivalents	\$ 16,986,710	\$ 115,688
Restricted cash and cash equivalents - current	176,373	-
Total cash and cash equivalents, end of year	<u>\$ 17,163,083</u>	<u>\$ 115,688</u>

See accompanying notes to the basic financial statements.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

Proprietary Funds Statement of Cash Flows - Year Ended June 30, 2021, (Continued)

	<u>Bixby Public</u> <u>Works Authority</u>	<u>Total Internal</u> <u>Service Funds</u>
Reconciliation of operating income (loss) to net cash provided by (used in)		
Operating Activities:		
Operating income (loss)	\$ 2,333,814	\$ (1,202)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:		
Depreciation expense	1,816,884	-
Change in assets and liabilities:		
Due from other funds	(4,560)	-
Due to other funds	190,345	-
Accounts receivable	277,308	-
Deferred outflows related to pensions and OPEB	(403,307)	-
Accounts payable	918,446	-
Accrued salaries payable	4,519	-
Deposits subject to refund	118,095	-
Deferred inflows related to pensions and OPEB	(45,504)	-
Net OPEB asset	(36,717)	-
Net pension liability	594,375	-
Accrued compensated absences	(8,344)	-
Net cash provided by (used in) operating activities	<u>\$ 5,755,354</u>	<u>\$ (1,202)</u>

See accompanying notes to the basic financial statements.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

FOOTNOTES TO THE BASIC FINANCIAL STATEMENTS

Footnotes to the Basic Financial Statements:

1. Summary of Significant Accounting Policies

A. Financial Reporting Entity

The City's financial reporting entity includes the primary government (City of Bixby) and the blended component unit as noted below. This annual report includes all activities for which the City of Bixby City Council/Manager is fiscally responsible.

In determining the financial reporting entity, the City complies with the provisions of Governmental Accounting Standards Board Statements No. 14, 34, 39, and 61 and includes all component units for which the City is financially accountable.

The City of Bixby – that provides the public safety, health and welfare, streets and highways, parks and recreation, and administrative activities.

The City of Bixby has a population of approximately 23,000 located in northeast Oklahoma. The City is a Council/Manager form of government that provides for three branches of government:

- Legislative – the City Council is the governing body elected by the citizens
- Executive – the City Manager is the Chief Executive Officer and is appointed by the City Council
- Judicial – the Municipal Judge is a practicing attorney appointed by the City Council

The City provides typical municipal services such as public safety, street maintenance, culture, parks and recreation.

Blended Component Unit:

- **The Bixby Public Works Authority** – that operates the water and sewer services of the City.

This component unit is a Public Trust established pursuant to Title 60 of Oklahoma State law. Public Trusts (Authorities) have no taxing power. The Authority is generally created to finance City services through issuance of revenue bonds or other non-general obligation debt and to enable the City Council to delegate certain functions to the governing body (Trustees) of the Authority. The Authority generally retains title to assets which are acquired or constructed with Authority debt or other Authority generated resources. In addition, the City has leased certain existing assets at the creation for the Authority to the Trustees on a long-term basis. The City, as beneficiary of the Public Trust, receives title to any residual assets when a Public Trust is dissolved.

B. Basis of Presentation and Accounting

Government-Wide Financial Statements:

The statements of net position and activities are reported on the accrual basis of accounting and economic resources measurement focus. Under the accrual basis of accounting, revenues are recognized when earned and expenses (including depreciation and amortization) are recorded when the liability is incurred or economic asset used.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

Program revenues in the Statement of Activities are revenues that are derived directly from each activity or from parties outside of the City's taxpayers. The City has the following program revenues in each activity:

- Public Safety – Fire, Police, Ambulance – fines and forfeitures, ambulance fees, fire run charges, 911 revenue and restricted operating grants.
- Streets – Commercial vehicle and gasoline excise tax shared by the State and other restricted operating grants.
- Culture, parks, and recreation – park usage fees, fishing license fees, operating and capital grants.
- Cemetery – cemetery revenues
- General Government – licenses and permits and restricted operating grants.

All other governmental revenues are reported as general. All taxes are classified as general revenue even if restricted for a specific purpose.

Governmental Funds:

The City's governmental funds include:

Major Funds:

- General Fund – accounts for all activities not accounted for in other special-purpose funds. The General Fund also includes the Rural Fire, Fishing License, Cemetery Beautification and Cemetery Maintenance accounts.
- 2019 GO Bond Fund – a capital project fund that accounts for bond proceeds used to finance streets and park improvements.
- 2020 GO Bond Fund – a capital project fund that accounts for bond proceeds used to finance public safety buildings, improvements, remodeling, and repairs.
- Water and Sewer Development Fund – a capital project fund that accounts for revenue from water and sewer development fee and expenses for water and sewer maintenance and improvements.
- Capital Improvement Fund – a capital project fund that accounts for ¼ cent sales tax for capital improvements.
- Debt Service Fund – a debt service fund that accounts for receipt of ad valorem taxes and used to make debt service payments for general obligation bonds.
- Downtown River Corridor Fund – accounts for the repurposed 0.3 of one cent sales tax to enhance the Arkansas River access and renovate downtown infrastructure.

Aggregated Non-Major Funds (reported as Other Governmental Funds):

Special Revenue Funds:

- Park Fund – accounts for ¼ penny sales tax used to improve and maintain Bentley Park.
- E911 Fund – accounts for revenues received from tariff rates on base line telephone charges and expenditures for operations and maintenance of the E-911 system.
- Fry Creek Maintenance Fund – accounts for the ongoing maintenance of the Fry Creek Channel.
- Street and Alley Fund – accounts for revenues received from gasoline excise tax, motor vehicle tax and expenditures made for street maintenance and operations.
- Economic Development Fund – accounts for revenues received from hotel lodging tax and expenses to enhance the City's ability to attract new industry to the area.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

- Federal Police Asset Forfeiture Fund – accounts for the City’s share of funds from various multi-jurisdictional operations.
- State Police Asset Forfeiture Fund – accounts for the City’s share of funds from various multi-jurisdictional operations.
- Disaster Recovery Fund – accounts for funds set aside to help enable our community to recover from a future large-scale natural or man-made disaster.
- Sales Tax Personnel Fund – accounts for sales tax that is voter restricted to hire additional City personnel in the police, fire and street departments.

Capital Project Funds:

- Cemetery Care Fund – accounts for 12.5% of cemetery revenue restricted by State law for cemetery capital improvements.
- 2016 Bond Fund – accounts for bond proceeds used to finance streets, parks and recreation, and public safety improvements.
- 2011 Bond Fund – accounts for bond proceeds used to finance streets, parks and recreation, and public safety improvements.
- Stormwater Management Fund –accounts for revenues from stormwater fees and expenses for maintenance and capital improvements of the stormwater system.
- 2018 Bond Fund – accounts for bond proceeds used to finance streets and public safety improvements.
- 2018B Bond Fund – accounts for bond proceeds used to finance streets and public safety improvements.
- Citizen’s Planned Fund –accounts for ¾ cent sales tax restricted for sewer system improvements and debt service.

The governmental funds are reported on the modified accrual basis of accounting. On the modified accrual basis of accounting, revenues are recorded when earned and measurable and available to pay current financial obligations, while expenditures are recorded when incurred and payable from current financial resources. The City defines revenue availability as collected within 60 days of period end.

The reconciliation of the governmental funds financial statements to the governmental activities presentation in the government-wide financial statements is the result of the use of the accrual basis of accounting and economic resources measurement focus at the government-wide level.

The General Fund, 2019 GO Bond Fund, 2020 GO Bond Fund, Water and Sewer Development Fund, Capital Improvement Fund, Debt Service Fund, and Downtown River Corridor Fund are considered major funds and are therefore displayed in separate columns. All other governmental funds are considered non-major funds and are aggregated under the column titled Other Governmental Funds.

Proprietary Funds:

The City’s proprietary funds include:

Enterprise Fund

- Bixby Public Works Authority Fund - accounts for the activities of the public trust in providing water and sewer services to the public.

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The proprietary funds are reported on the accrual basis of accounting and economic resources measurement focus. For purposes of the statement of revenues, expenses and changes in fund net position, operating revenues and expenses are considered those whose cash flows are related to operating activities, while revenues and expenses related to financing, capital and investing activities are reported as non-operating or transfers and contributions.

Internal Service Fund

The City's Internal Service Fund is used to account for the financing of services provided by one department to other departments of the City and it is included in the governmental activities in the government-wide statements.

C. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe "how" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide Statement of Net Position and the Statement of Activities both governmental and business-like activities are presented using the economic resources measurement focus as defined in item b below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate:

- a. All governmental funds utilize a "current financial resources" measurement focus. Only current financial assets, deferred outflows, liabilities and deferred inflows are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. The proprietary fund utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets, deferred outflows, liabilities and deferred inflows (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities both governmental and business-type activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, deferred outflows, liabilities and deferred inflows resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

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In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when "measurable and available". Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or soon enough thereafter (within 60 days of period end) to pay current liabilities. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported when due.

All proprietary funds utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Equity

Cash and Investments

For the purposes of the statements of net position, balance sheets, and statement of cash flows, "cash and cash equivalents" includes all demand and savings accounts, and certificates of deposits or short-term investments with an original maturity of three months or less. Investments of the promissory note trustee accounts are considered cash equivalents.

Investments are carried at fair value. Fair value is based on quoted market price.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include sales and use taxes, franchise taxes, ad valorem taxes, grants, police fines, and ambulance fees. Business-type activities report utilities as its major receivables.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as sales tax, franchise tax, ad valorem tax, and grants and other similar intergovernmental revenues since they are usually both measurable and available. Non-exchange transactions collectible but not available are deferred in the fund financial statements in accordance with modified accrual, but not deferred in the government-wide financial statements in accordance with the accrual basis. Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. Proprietary fund material receivables consist of all revenues earned at year-end and not yet received. Utility accounts receivable comprise the majority of proprietary fund receivables. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable.

Capital Assets

The accounting treatment over property, plant and equipment (capital assets) depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

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Government-Wide Statements

In the government-wide financial statements, capital assets are accounted for as capital assets. All capital assets are valued at historical cost, or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Estimated historical cost was used to value infrastructure assets acquired prior to July 1, 2002.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. A capitalization threshold of \$1,500 is used to report capital assets. The range of estimated useful lives by type of asset is as follows:

- Buildings	10-60 years
- Machinery and Equipment	3-30 years
- Infrastructure	5-60 years
- Other Improvements	5-60 years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

Restricted Assets

Restricted assets include cash and investments of the proprietary fund that are legally restricted as to their use. The primary restricted assets are related to revenue bond trustee accounts and utility meter deposits.

Long-Term Debt

The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term debt consists of notes payable, capital leases, general obligation bonds, revenue bonds, and accrued compensated absences.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures. The accounting for the proprietary fund is the same in the fund statements as it is in the government-wide statements.

Compensated Absences

The City's policies regarding vacation, sick, and compensatory time permit employees to accumulate varying amounts as determined by management and contracts with employee groups.

Compensated absences are reported as accrued in the government-wide and proprietary financial statements. Governmental funds report only the matured compensated absences payable to currently terminating employees.

Deferred Outflows and Inflows

Deferred outflows and inflows are the consumption or acquisition of net position by the City that are applicable to a future reporting period. At June 30, 2021, the City's deferred outflows and deferred inflows of resources were comprised of pension and OPEB related deferrals, and a deferred amount related to a refunding. As mentioned in Note 1.H., certain pension and OPEB amounts are deferred, some as outflows and other as inflows, amortized as a component of pension and insurance expense in future periods.

Equity Classifications

Government-Wide and Proprietary Fund Financial Statements:

Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that does not meet the definition of “restricted” or “net investment in capital assets”.

It is the City's policy to first use restricted net position prior to the use of unrestricted net position when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

Governmental Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned. These classifications are defined as:

- a. Nonspendable – includes amounts that cannot be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact.
- b. Restricted – consists of fund balance with constraints placed on the use of resources either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) laws through constitutional provisions or enabling legislation.
- c. Committed – includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the city's highest level of decision-making authority. The City's highest

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level of decision-making authority is made by ordinance. Currently, the City has no committed fund balance.

- d. Assigned – includes amounts that are constrained by the city’s intent to be used for specific purposes but are neither restricted nor committed. Assignments of fund balance may be made by city council action or management decision when the city council has delegated that authority. Assignments for transfers and interest income for governmental funds are made through the budgetary process.
- e. Unassigned – represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the general fund.

It is the City’s policy to first use restricted fund balance prior to the use of the unrestricted fund balance when an expense is incurred for purposes for which both restricted and unrestricted fund balance are available. The City’s policy for the use of unrestricted fund balance amounts require that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

E. Revenues, Expenditures, and Expenses

Sales Tax

The City presently levies a four and five one-hundredths cent sales tax on taxable sales within the City. The sales tax is collected by the Oklahoma Tax Commission and remitted to the City in the month following receipt by the Tax Commission. Two cents is recorded in the General Fund, three-fourths cent in the Citizen’s Planned Fund, thirty-five hundredths of one cent in the Capital Improvement Fund, one-fourth cent in the Personnel Sales Tax Fund, thirty hundredths of one cent in the Downtown River Corridor Fund and the remaining forty hundredths of one cent in the Park Fund.

Sales tax resulting from sales occurring prior to year-end and received by the City after year-end have been accrued and are included under the caption “Due from other governments”. They represent taxes on sales occurring prior to year-end.

Property Tax

Under State law, municipalities are limited in their ability to levy a property tax. Such tax may only be levied to repay principal and interest on general obligation bonded debt approved by voters and any court-assessed judgments.

At the present time the City levies a property tax to fund the annual debt service requirements of general obligation bonds outstanding.

The property tax levy, as determined by the City’s debt service needs, is submitted to the County Excise Board for approval. County assessors determine the taxable value of real estate and personal property in the County. A State Board of Equalization hears complaints on real estate values with the power to equalize assessments. Under present State law, the ratio of assessed value to true value cannot be less than 11 percent nor more than 13½ percent.

Property taxes levied by the City are billed and collected by the County Treasurer’s Office and remitted to the City in the month following collection. Property taxes are levied normally in

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October and are due in equal installments on December 31 and March 31. Property taxes unpaid for the fiscal year are attached by an enforceable lien on property in the following October. Property taxes levied, but not collected during the year or within 60 days of year-end are reported as deferred revenue.

For the year ended June 30, 2021, the City's net assessed valuation of taxable property was \$314,768,355. The taxes levied by the City per \$1,000 of net assessed valuation for the year ended June 30, 2021 was \$12.80.

Operating Revenues and Expenses

Operating revenues and expenses for proprietary funds are those that result from providing services and producing and delivering goods and/or services. It also includes all revenue and expenses not related to capital and related financing, noncapital financing, or investing activities.

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by function for both governmental and business-type activities.

In the fund financial statements, expenditures are classified as follows:

Governmental Funds - By Character:	Current (further classified by function)
	Debt Service
	Capital Outlay

Proprietary Fund - By Operating and Non-Operating:

In the fund financial statements, governmental funds report expenditures of financial resources. Proprietary funds report expenses relating to use of economic resources.

F. Internal and Interfund Balances and Activities

In the process of aggregating the financial information for the government-wide Statement of Net Position and Statement of Activities, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

Fund Financial Statements:

Interfund activity, if any, within and among the governmental and proprietary fund categories is reported as follows in the fund financial statements:

1. Interfund loans - amounts provided with a requirement for repayment are reported as interfund receivables and payables.
2. Interfund services - sales or purchases of goods and services between funds are reported as revenues and expenditures/expenses.

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3. Interfund reimbursements - repayments from funds responsible for certain expenditures/expenses to the funds that initially paid for them are not reported as reimbursements but as adjustments to expenditures/expenses in the respective funds.
4. Interfund transfers - flow of assets from one fund to another where repayment is not expected are reported as transfers in and out.

Government-Wide Financial Statements:

Interfund activity and balances, if any, are eliminated or reclassified in the government-wide financial statements as follows:

1. Internal balances - amounts reported in the fund financial statements as interfund receivables and payables are eliminated in the governmental and business-type activities columns of the Statement of Net Position, except for the net residual amounts due between governmental and business-type activities, which are reported as Internal Balances.
2. Internal activities - amounts reported as interfund transfers in the fund financial statements are eliminated in the government-wide Statement of Activities except for the net amount of transfers between governmental and business-type activities, which are reported as Transfers - Internal Activities. The effect of interfund services between funds, if any, are not eliminated in the Statement of Activities.

G. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

H. Pensions and OPEB

For purposes of measuring the net pension asset, net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oklahoma Firefighters Pension & Retirement System (OFPRS), Oklahoma Police Pension & Retirement System (OPPRS) and Oklahoma Municipal Retirement Fund (OkMRF) and additions to/deductions from OFPRS, OPPRS and OkMRF's fiduciary net position have been determined on the same basis as they are reported by OFPRS, OPPRS and OkMRF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments held by these funds are reported at fair value.

For purposes of measuring the total OPEB liability or net OPEB asset, deferred outflows of resources, and deferred inflows and OPEB expense for the single employer other postemployment benefit plan the measurement has been prepared in accordance with GASB Statement No. 75.

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2. Cash, Cash Equivalents, and Investments

For the purpose of the statements of net position, balance sheets, and statement of cash flows, cash and cash equivalents includes all demand and savings accounts, certificates of deposit or short-term investments with an original maturity of three-months or less and money market accounts.

At June 30, 2021, the reporting entity held the following deposits and investments:

Primary Government:

Type	Maturities	Rating	Fair Value Hierarchy	Carrying Value
Deposits:				
Demand deposits				\$ 50,956,815
Cash on hand				250
Time deposit	Due within 1 year		N/A	34,155,351
				<u>85,112,416</u>
Investments:				
GS Fin Sq Treas Instr-Prem #3515		Aaa-mf	N/A	1,391,471
				<u>1,391,471</u>
Total deposits and investments				<u><u>\$ 86,503,887</u></u>
Reconciliation to Statement of Net Position:				
Cash and cash equivalents				\$ 52,348,536
Investments				34,155,351
				<u><u>\$ 86,503,887</u></u>

Custodial Credit Risk – Exposure to custodial credit risk related to deposits exists when the City holds deposits that are uninsured and uncollateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the City’s name, or collateralized without a written or approved collateral agreement. Exposure to custodial credit risk related to investments exists when the City holds investments that are uninsured and unregistered, with securities held by the counterparty or by its trust department or agent but not in the City’s name.

The City’s policy as it relates to custodial credit risk is to secure its uninsured deposits with collateral, valued at no more than market value, at least at a level of 110% of the uninsured deposits and accrued interest thereon. At June 30, 2021, the City was not exposed to custodial credit risk.

Investment Credit Risk - The City has no investment policy that limits its investment choices other than the limitation of state law as follows:

- a. Direct obligations of the U. S. Government, its agencies and instrumentalities to which the full faith and credit of the U. S. Government is pledged, or obligations to the payment of which the full faith and credit of the State is pledged.

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- b. Certificates of deposit or savings accounts that are either insured or secured with acceptable collateral with in-state financial institutions, and fully insured certificates of deposit or savings accounts in out-of-state financial institutions.
- c. Federally insured certificates of deposit issued through the Certificate of Deposit Account Registry Service (“CDARS”) by financial institutions located in the United States, provided that (i) the funds are initially invested through a financial institution that is participating in CDARS (ii) the financial institution received reciprocal deposits from customers of other financial institutions in an amount equal to the funds initially invested; and (iii) each such certificate of deposit is in an amount that is eligible for full FDIC insurance coverage.

As noted in the schedule of deposits and investments above at June 30, 2021, all of the City’s investments in debt securities were rated Aaa-mf by Moody’s.

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Currently, the City has no investments that require this disclosure.

Investment Interest Rate Risk - the City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Concentration of Investment Credit Risk - the City places no limit on the amount it may invest in any one issuer. Since the City has all investments in certificates of deposit, government securities, or money market accounts, there is no concentration of investment credit risk exposure.

Restricted Cash and Investments – The amounts reported as restricted assets of the proprietary fund statement of net position are comprised of amounts restricted for debt service, debt reserve, construction purposes, worker’s compensation escrow and Public Works Authority customer utility deposits. The restricted assets as of June 30, 2021 are as follows:

	Current	Noncurrent
	Cash and cash equivalents	Investments
2009 OWRB DWSRF Construction Account	\$ 45,085	\$ -
2011 OWRB CWSRF Construction Account	66,413	-
BPWA Debt Service CDs	-	732,741
Worker's Comp Escrow	16,011	-
Meter deposits	48,864	922,296
Total	<u>\$ 176,373</u>	<u>\$ 1,655,037</u>

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3. Accounts and Notes Receivable

Accounts Receivable - Accounts receivable of the business-type activities consist of customers utilities services provided, both billed and unbilled, due at year end, reported net of allowance for uncollectible amounts. The governmental activities receivables include fines receivables.

	Accounts Receivable	Less: Allowance for Uncollectible Accounts	Net Accounts Receivable
Governmental Activities:			
Franchise taxes	\$ 74,406	\$ -	\$ 74,406
Court fines	1,504,349	(752,937)	751,412
Ambulance fees	89,362	-	89,362
Stormwater	110,345	-	110,345
Other taxes	43,303	-	43,303
Total Governmental Activities	<u>\$ 1,821,765</u>	<u>\$ (752,937)</u>	<u>\$ 1,068,828</u>
Business-Type Activities:			
Utilities	\$ 2,099,327	\$ (640,960)	\$ 1,458,367
Total Business-type Activities	<u>\$ 2,099,327</u>	<u>\$ (640,960)</u>	<u>\$ 1,458,367</u>

4. Capital Assets and Depreciation

Capital Assets:

Capital assets consist of land, land improvement, construction in progress, buildings and building improvements, machinery and equipment, and infrastructure. Capital assets are reported at actual or estimated historical cost. Donated capital assets are recorded at their fair value at the date of donation.

For the year ended June 30, 2021, capital assets balances changed as follows:

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	Balance at July 1, 2020	Additions	Disposals	Transfers	Balance at June 30, 2021
Governmental activities:					
Capital assets not being depreciated:					
Land	\$ 14,801,927	\$ 102,293	\$ -	\$ -	\$ 14,904,220
Construction in progress	14,498,930	12,548,701	-	(14,271,162)	12,776,469
Total capital assets not being depreciated	29,300,857	12,650,994	-	(14,271,162)	27,680,689
Other capital assets:					
Buildings and improvements	5,540,872	109,324	-	6,055,036	11,705,232
Infrastructure	76,926,206	2,306,268	-	8,216,126	87,448,600
Machinery, furniture and equipment	31,603,068	730,237	157,593	-	32,175,712
Total other capital assets at historical cost	114,070,146	3,145,829	157,593	14,271,162	131,329,544
Less accumulated depreciation for:					
Buildings and improvements	2,334,125	177,603	-	-	2,511,728
Infrastructure	34,418,521	2,088,632	-	-	36,507,153
Machinery, furniture and equipment	14,570,243	1,710,854	144,095	-	16,137,002
Total accumulated depreciation	51,322,889	3,977,089	144,095	-	55,155,883
Other capital assets, net	62,747,257	(831,260)	13,498	14,271,162	76,173,661
Governmental activities capital assets, net	\$ 92,048,114	\$ 11,819,734	\$ 13,498	\$ -	\$ 103,854,350
Business-type activities:					
Capital assets not being depreciated:					
Land	\$ 488,651	\$ -	\$ -	\$ -	\$ 488,651
Construction in progress	4,160,617	15,328,535	-	-	19,489,152
Total capital assets not being depreciated	4,649,268	15,328,535	-	-	19,977,803
Other capital assets:					
Buildings and improvements	1,510,553	-	-	-	1,510,553
Machinery, furniture and equipment	5,542,122	203,807	24,238	-	5,721,691
Infrastructure	81,524,072	2,229,577	-	-	83,753,649
Total other capital assets at historical cost	88,576,747	2,433,384	24,238	-	90,985,893
Less accumulated depreciation for:					
Buildings and improvements	1,138,891	5,694	-	-	1,144,585
Machinery, furniture and equipment	2,690,363	401,682	24,238	-	3,067,807
Infrastructure	20,383,593	1,409,508	-	-	21,793,101
Total accumulated depreciation	24,212,847	1,816,884	24,238	-	26,005,493
Other capital assets, net	64,363,900	616,500	-	-	64,980,400
Business-type activities capital assets, net	\$ 69,013,168	\$ 15,945,035	\$ -	\$ -	\$ 84,958,203

Depreciation of capital assets is included in total expenses and is charged or allocated to the activities primarily benefiting from the use of the specific asset. Depreciation expense has been allocated as follows:

Governmental Activities:

General government	\$ 1,142,143
Public safety	929,177
Streets	1,176,429
Culture and recreation	712,546
Cemetery	16,794
	<u>\$ 3,977,089</u>

Business-Type Activities:

Water	\$ 821,731
Wastewater	995,153
	<u>\$ 1,816,884</u>

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5. Long-Term Debt and Debt Service Requirements

For the year ended June 30, 2021, the reporting entity's long-term debt changed as follows:

<u>Type of Debt</u>	Balance July 1, 2020	Additions	Deductions	Balance June 30, 2021	Due Within One Year
Governmental Activities:					
General obligation bonds	\$ 19,010,000	\$ 4,700,000	\$ 3,250,000	\$ 20,460,000	\$ 3,040,000
Notes payable (direct borrowing)	12,340,000	-	465,000	11,875,000	480,000
Capital lease payable	441,129	-	247,807	193,322	193,322
Accrued compensated absences	1,552,485	223,092	-	1,775,577	355,115
Total Governmental Activities	<u>\$ 33,343,614</u>	<u>\$ 4,923,092</u>	<u>\$ 3,962,807</u>	<u>\$ 34,303,899</u>	<u>\$ 4,068,437</u>
Business-Type Activities:					
Notes Payable (direct borrowing)	\$ 4,854,795	\$ 13,963,729	\$ 2,074,530	\$ 16,743,994	\$ 2,129,849
Deposits Subject to Refund	852,993	118,095	-	971,088	171,948
Accrued compensated absences	219,395	-	8,344	211,051	42,210
Total Business-Type Activities	<u>5,927,183</u>	<u>14,081,824</u>	<u>2,082,874</u>	<u>17,926,133</u>	<u>2,344,007</u>
Total Long-Term Debt	<u>\$ 39,270,797</u>	<u>\$ 19,004,916</u>	<u>\$ 6,045,681</u>	<u>\$ 52,230,032</u>	<u>\$ 6,412,444</u>

Reconciliation to Statement of Net Position:

Governmental Activities:

Due within one year	\$ 4,068,437
Due in more than one year	38,823,882
Less unamortized bond premium	(179,183)
Net pension liability	(8,409,237)
Total Governmental Activities Long-Term Liabilities	<u>\$ 34,303,899</u>

Business-Type Activities:

Due within one year	\$ 2,344,007
Due in more than one year	16,280,860
Net pension liability	(698,734)
Total Business-Type Activities Long-Term Liabilities	<u>\$ 17,926,133</u>

Governmental activities long-term debt:

Capital Lease Obligations:

\$49,386 lease obligation for purchase of tasers for the police department, payable in annual installments, one of \$7,146 and 4 payments of \$10,560 with an annual interest rate of 0%, final payment due January 2022. Secured by a first lien on the property. In the event of default insurance coverage will terminate and no refunds will be given and the City will be obligated to pay the remainder of the balance due unless the termination is due to non-appropriations. If due to non-appropriations, the City will not be charged for the remaining balance if all items are returned within 30 days of the date of termination. \$ 10,560

\$710,000 lease obligation for purchase of 15 new police cars, payable in monthly installments of \$20,502 with an annual interest rate of 2.50%, final payment due March 2022. Secured by a first lien on the property. In the event of default all commitments and obligations of Lender will immediately terminate, all indebtedness immediately will become due and payable, and Lender shall have all the rights and remedies provided in accordance with law and the lease documents

	182,762
Total Capital Leases Payable	<u>\$ 193,322</u>
Current portion	\$ 193,322
Noncurrent portion	-
Total Capital Leases Payable	<u>\$ 193,322</u>

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Notes Payable (direct borrowing):

Sales Tax Revenue Note Payable, Series 2017, original issue amount of \$13,980,000, dated November 30, 2017, issued by Bixby Public Works Authority, secured by sales tax, to be used on the Downtown River Corridor Project, interest rate of 3.5%, final maturity March 1, 2038. Repaid by sales tax apportioned. In the event of default the Lender may: 1) declare the entire principal outstanding and interest accrued therein immediately due and payable, 2) may apply to any court of for the appointment of a receiver as administrator, 3) take any action necessary or desirable at law or in equity to enforce the performance of the obligation.		\$ 11,875,000
Total Note Payable		<u>\$ 11,875,000</u>
Current portion		\$ 480,000
Noncurrent portion		11,395,000
Total Notes Payable		<u>\$ 11,875,000</u>

General Obligation Bonds Payable:

\$5,015,000 General Obligation Refunding Bonds of 2016, used for advance refunding of the 2006 and 2007 bonds, due in annual installments of between \$410,000 and \$955,000 with an annual interest rate of 2.00%, repaid by property tax levies. final payment due June 2022.	\$	410,000
\$4,900,000 General Obligation Bonds of 2016B, due in annual installments of \$540,000 with an annual interest rate of 1.50%, repaid by property tax levies. final payment due December 2026.		3,280,000
\$6,400,000 General Obligation Bonds of 2008, due in annual installments of \$455,000 with an annual interest rate between 3.00% and 4.10%, repaid by property tax levies. final payment due June 2023.		940,000
\$10,000,000 General Obligation Bonds of 2011, due in annual installments of \$710,000 and a final installment of \$770,000 with an annual interest rate between 2.00% and 4.00%, repaid by property tax levies. final payment due June 2026.		3,610,000
\$2,400,000 General Obligation Bonds of 2019, due in annual installments ranging from \$265,000 to \$280,000 with an annual interest rate between 1.20% and 3.00%, repaid by property tax levies. final payment due October 2029.		2,400,000
\$2,000,000 General Obligation Bonds of 2018A, due in annual installments ranging from \$220,000 to \$240,000 with an annual interest rate between 2.3% and 2.7%, repaid by property tax levies. final payment due May 2028.		1,560,000
\$4,000,000 General Obligation Bonds of 2018B, due in annual installments ranging from \$440,000 to \$480,000 with an annual interest rate between 2.2% and 2.9%, repaid by property tax levies. final payment due December 2028.		3,560,000
\$4,700,000 General Obligation Bonds of 2020, due in annual installments ranging from \$670,000 to \$680,000 with an annual interest rate 1.0%, repaid by property tax levies. final payment due December 2028.		4,700,000
Total Notes Payable	\$	20,460,000
Current portion	\$	3,040,000
Noncurrent portion		17,420,000
Total Notes Payable	\$	20,460,000

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Accrued Compensated Absences:

	Current portion	355,115
	Noncurrent portion	1,420,462
Total Accrued Compensated Absences	\$	<u>1,775,577</u>

Business-type activities long-term debt:

Deposits subject to Refund:

	Current portion	\$ 171,948
	Noncurrent portion	799,140
Total Deposits Subject to Refund	\$	<u>971,088</u>

Accrued Compensated Absences:

	Current portion	\$ 42,210
	Noncurrent portion	168,841
Total Accrued Compensated Absences	\$	<u>211,051</u>

Notes Payable (direct borrowings):

2009 DWSRF Note Payable to Oklahoma Water Resources Board dated November 19, 2009, original amount of \$2,160,000 with an annual interest rate of 3.23% due in semi-annual installments of principal and interest beginning March 15, 2011, final installment due September 15, 2030, payable from and secured by utility revenues. In the event of default the lender may: 1) file suit for specific performance of covenants, 2) acceleration of payment of principal and interest accrued on all notes, 3) appoint temporary trustees to take over, operate, and maintain the System, 4) file suit to enforce or enjoin action or inaction of parties under provisions of the note or sales tax agreement.

\$ 739,754

2011 CWSRF Note Payable to Oklahoma Water Resources Board dated June 15, 2011, original amount of \$2,860,000 with an annual interest rate of 2.7% due in semi-annual installments of principal and interest beginning September 15, 2012, final installment due March 15, 2032, payable from and secured by utility revenues. In the event of default the lender may: 1) file suit for specific performance of covenants, 2) acceleration of payment of principal and interest accrued on all notes, 3) appoint temporary trustees to take over, operate, and maintain the System, 4) file suit to enforce or enjoin action or inaction of parties under provisions of the note or sales tax agreement, 5) interest rate increases to 14% from date of default until date of payment.

1,461,844

2017 CWSRF Note Payable to Oklahoma Water Resources Board dated September 1, 2017, original amount of \$24,000,000 with an annual interest rate of 1.42% due in semi-annual installments of principal and interest beginning September 15, 2018, final installment due March 15, 2031, payable from and secured by utility revenues. In the event of default the lender may: 1) file suit for specific performance of covenants, 2) acceleration of payment of principal and interest accrued on all notes, 3) appoint temporary trustees to take over, operate, and maintain the System, 4) file suit to enforce or enjoin action or inaction of parties under provisions of the note or sales tax agreement, 5) interest rate increases to 14% from date of default until date of payment.

14,154,709

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111 N Cabaniss Ave Note payable with Mabrey Bank, original issue amount of \$451,017 dated December 2, 2019, issued by Bixby Public Works Authority, secured by a security interest in the property, interest rate of 3.9%, final maturity December 2029.

	387,687
Total Notes Payable	<u>\$ 16,743,994</u>
Current portion	\$ 2,129,849
Noncurrent portion	14,614,145
Total Notes Payable	<u>\$ 16,743,994</u>

Debt Service Requirements to Maturity:

<u>Year Ending June 30,</u>	Governmental Activities					
	General Obligation Bonds		Capital Lease Obligations		Notes Payable (direct borrowings)	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2022	\$ 3,040,000	\$ 464,550	\$ 193,322	\$ 1,919	\$ 480,000	\$ 411,425
2023	3,330,000	357,017	-	-	500,000	394,538
2024	2,845,000	277,491	-	-	520,000	376,775
2025	2,845,000	212,639	-	-	535,000	358,488
2026	2,905,000	147,534	-	-	555,000	339,588
2027-2031	5,495,000	145,457	-	-	3,080,000	1,389,850
2032-2036	-	-	-	-	3,665,000	806,136
2037-2038	-	-	-	-	2,540,000	127,225
Totals	<u>\$ 20,460,000</u>	<u>\$ 1,604,688</u>	<u>\$ 193,322</u>	<u>\$ 1,919</u>	<u>\$ 11,875,000</u>	<u>\$ 4,204,025</u>

<u>Year Ending June 30,</u>	Business-type Activities	
	Notes Payable (direct borrowings)	
	<u>Principal</u>	<u>Interest</u>
2022	\$ 2,129,849	\$ 452,705
2023	2,150,117	411,771
2024	2,212,199	367,694
2025	2,274,848	322,453
2026	2,292,574	276,084
2027-2031	11,708,005	657,881
2032	151,693	3,135
Totals	<u>\$ 22,919,285</u>	<u>\$ 2,491,723</u>
Less: Amount not drawn down	(6,175,291)	
	<u>\$ 16,743,994</u>	

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6. Fund Balance and Net Position

The following tables show the fund balance classifications as shown in the Governmental Funds Balance Sheet and net position restrictions of the Proprietary Fund Statement of Net Position:

	Major Special Revenue Fund		Major Capital Project Funds				Major Debt Service Fund		Other Governmental Funds	TOTAL
	General Fund	Downtown River Corridor Fund	2019 GO Bond Fund	2020 GO Bond Fund	Capital Improvement Fund	Water & Sewer Development Fund	Debt Service Fund			
Fund Balances:										
Restricted for:										
Park/street/public safety improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,477,319	\$ 4,477,319	\$ 4,477,319
Debt service	-	-	-	-	-	-	1,718,410	-	1,718,410	-
Personnel	-	-	-	-	-	-	-	911,525	911,525	-
Bentley park	-	-	-	-	-	-	-	1,049,983	1,049,983	-
E911	-	-	-	-	-	-	-	633,804	633,804	-
Public safety	-	-	-	4,441,888	-	-	-	19,151	4,461,039	-
Disaster recovery	-	-	-	-	-	-	-	2,161,926	2,161,926	-
Fry creek	-	-	-	-	-	-	-	168,058	168,058	-
Cemetery capital	-	-	-	-	-	-	-	481,138	481,138	-
Downtown river corridor	-	1,658,037	-	-	-	-	-	-	1,658,037	-
Water and sewer maintenance	-	-	-	-	-	311,696	-	-	311,696	-
Sub-total Restricted	-	1,658,037	-	4,441,888	-	311,696	1,718,410	9,902,904	18,032,935	-
Assigned to:										
Subsequent year budget	1,157,678	-	-	-	-	-	-	-	1,157,678	-
Downtown river corridor	-	2,983,460	-	-	-	-	-	-	2,983,460	-
Disaster recovery	-	-	-	-	-	-	-	1,192,097	1,192,097	-
Rural fire	138,571	-	-	-	-	-	-	-	138,571	-
Fishing activities	99,343	-	-	-	-	-	-	-	99,343	-
Cemetery maintenance	211,418	-	-	-	-	-	-	-	211,418	-
Cemetery beautification	512	-	-	-	-	-	-	-	512	-
Alive at 25	54,800	-	-	-	-	-	-	-	54,800	-
Streets	-	-	-	-	-	-	-	5,090,562	5,090,562	-
Park/street/public safety improvements	-	-	-	-	-	-	-	466,975	466,975	-
Debt service	-	-	-	-	-	-	386,773	-	386,773	-
Public safety	-	-	-	-	-	-	-	28,194	28,194	-
Bentley park	-	-	-	-	-	-	-	1,689,896	1,689,896	-
E911	-	-	-	-	-	-	-	20,124	20,124	-
Fry creek	-	-	-	-	-	-	-	1,782,573	1,782,573	-
Economic development	-	-	-	-	-	-	-	912,120	912,120	-
Capital improvements	-	-	-	-	8,361,481	-	-	-	8,361,481	-
Sewer system improvements	-	-	-	-	-	-	-	1,444,733	1,444,733	-
Stormwater system	-	-	-	-	-	-	-	4,345,248	4,345,248	-
Water and sewer maintenance	-	-	-	-	-	15,005,464	-	-	15,005,464	-
Sub-total Assigned	1,662,322	2,983,460	-	-	8,361,481	15,005,464	386,773	16,972,522	45,372,022	-
Unassigned (deficit):	7,389,723	-	(336,601)	-	-	-	-	-	7,053,122	-
TOTAL FUND BALANCES	\$ 9,052,045	\$ 4,641,497	\$ (336,601)	\$ 4,441,888	\$ 8,361,481	\$ 15,317,160	\$ 2,105,183	\$ 26,875,426	\$ 70,458,079	-

Enterprise Funds:

Net Position Restricted For Debt Service \$ 758,875

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Net position restrictions for the Government-wide financial statements are as follows:

	State Statutes	Contractual Agreements	Total
Governmental Activities:			
Capital Projects:			
Fry Creek Fund	\$ -	\$ 168,058	\$ 168,058
Sub-total Capital Projects	<u>-</u>	<u>168,058</u>	<u>168,058</u>
Debt Service:			
Debt Service Fund	1,740,340	-	1,740,340
Sub-total Debt Service	<u>1,740,340</u>	<u>-</u>	<u>1,740,340</u>
Other			
Cemetery Care Fund	481,138	-	481,138
Downtown River Corridor Fund	-	1,658,037	1,658,037
Parks Fund	-	1,049,983	1,049,983
Sales Tax Personnel Fund	-	911,525	911,525
Disaster Recover Fund	-	2,161,926	2,161,926
State Forfeiture Fund	18,254	-	18,254
Federal Forfeiture Fund	897	-	897
E911 Fund	633,804	-	633,804
Sub-total Other	<u>1,134,093</u>	<u>5,781,471</u>	<u>6,915,564</u>
Total Governmental Activities	<u>2,874,433</u>	<u>5,949,529</u>	<u>8,823,962</u>
Business-Type Activities:			
Revenue Bond Trustee Accounts	<u>-</u>	<u>758,875</u>	<u>758,875</u>
TOTAL RESTRICTED NET POSITION	<u>\$ 2,874,433</u>	<u>\$ 6,708,404</u>	<u>\$ 9,582,837</u>

7. Internal and Interfund Balances and Transfers

The City's policy is to eliminate interfund transfers and balances in the statements of activities and net position to avoid the grossing up of balances. Only the residual balances transferred between governmental and business-type activities are reported as internal transfers and internal balances and then offset in the total column in the government-wide statements. Interfund transfers and balances between funds are not eliminated in the fund financial statements.

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Transfers:

Internal transfers between funds and activities for the year ended June 30, 2021 were as follows:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Purpose of Transfer</u>
E911	General Fund	\$ 60,000	Operations
BPWA	General Fund	600,000	Pilot fees
BPWA	General Fund	1,413,872	Sales tax transfer
General Fund	BPWA	1,413,872	Sales tax transfer
General Fund	Stormwater Management Fund	200,000	Operations
General Fund	Cemetery Maintenance Fund	50,000	Operations
General Fund	Street and Alley Fund	310,000	Operations
General Fund	Street and Alley Fund	175,000	Operations
General Fund	Stormwater Management Fund	425,000	Operations
Park Fund	Capital Improvement Fund	220,000	Operations
Capital Improvement Fund	Street and Alley Fund	300,000	Operations
Capital Improvement Fund	Rural Fire Fund	7,000	Operations
Capital Improvement Fund	BPWA	1,319,614	Return unused funds
Citizen's Planned Fund	BPWA	2,827,744	Debt service
Citizen's Planned Fund	BPWA	1,362,389	Transfer funding
Stormwater Management Fund	Fry Creek Fund	200,000	Transfer funding
BPWA	Capital Improvement Fund	1,296,030	Sales tax transfer
BPWA	Citizen's Planned Fund	793,303	Return unused funds
Water and Sewer Development	BPWA	139,056	Transfer funding
BPWA	Water and Sewer Development	1,673,188	Debt service
BPWA	Water and Sewer Development	5,000,000	Transfer funding
Debt Service Fund	2020 GO Bond Fund	4,530,757	Bond proceeds
Total		<u>\$ 24,316,825</u>	

Reconciliation to Fund Financial Statements:

	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Total</u>
Governmental Funds	\$ 17,254,150	\$ (13,540,432)	\$ 3,713,718
Proprietary Funds	7,062,675	(11,124,753)	(4,062,078)
	<u>\$ 24,316,825</u>	<u>\$ (24,665,185)</u>	<u>\$ (348,360)</u>

Reconciliation to Statement of Activities:

Fund balance	\$ 4,062,078
Capital project funds to business-type activity	(3,137,302)
Sales tax reclass from business-type to governmental	(2,865,493)
	<u>\$ (1,940,717)</u>

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Balances:

Interfund receivable and payables at June 30, 2021 were comprised of the following:

Due From	Due To	Amount	Nature of Balance
2019 GO Bond Fund	2016 GO Bond Fund	\$ 416,163	Negative cash
General Fund	Debt Service Fund	859	Correct deposit
Debt Service Fund	Street and Alley Fund	10,526	Correct deposit
BPWA	Water and Sewer Development Fund	185,785	Correct deposit
Meter Deposit	BPWA	10,748	Meter deposits
Total		<u>\$ 624,081</u>	

Reconciliation to Fund Financial Statements:

	Due From	Due To
Governmental Funds	\$ 613,333	\$ (427,548)
Proprietary Funds	10,748	(196,533)
Total	<u>\$ 624,081</u>	<u>\$ (624,081)</u>

8. Pledged Future Revenues

Sales Tax and Utility Net Revenues Pledge - The City has pledged one cent (or 28.6%) of future sales tax revenues and net utility revenues to repay \$24,000,000 of 2017 CWSRF Oklahoma Water Resources Board Note payable. Proceeds from the note provided for the construction of sewer systems. The note is payable from pledged sales tax revenues and net water and sewer utility revenues. The note is payable through 2031. The total principal and interest payable for the remainder of the life of the note is \$22,406,048. Pledged sales taxes received in the current year were \$3,820,658 and net water and sewer utility revenues were \$4,150,698 for total pledged revenues of \$7,971,356. Debt service payments of \$1,931,872 for the current fiscal year were 24.2% of total pledged revenues for this note.

Utility Net Revenues Pledge - The City has also pledged the net water and sewer utility revenues to repay the following notes payable: \$2,160,000 of 2009 DWSRF and \$2,860,000 of 2011 CWSRF Oklahoma Water Resources Board Notes Payable. Proceeds from the notes provided for the purchase or construction of water and sewer systems. The notes are payable from pledged net water and sewer utility revenues through 2031 and 2032, respectively. The total principal and interest payable for the remainder of the life of these notes is \$2,550,350. Pledged net water and utility revenues in the current fiscal year were \$4,150,698. Debt service payments of \$237,810 for the current fiscal year were 5.7% of total pledged revenues for these notes.

9. Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employee health and life; and natural disasters. The City manages these various risks of loss as follows:

- General Liability and Physical Property – Covered through participation in Oklahoma Municipal Assurance Group risk entity pool (1)
- Worker's Compensation – Worker's compensation is covered through participation in the Oklahoma Municipal Assurance Group risk entity pool (2)

(1) Liability Protection Plan

The basic insurance agreements cover claims against municipalities for all government functions, utilities, and services covered in the Plan. These include bodily injury, property damage, wrongful acts, personal injury, and related torts under the state tort claims law and federal civil rights laws. All public officials, employees, services, and municipal functions are covered unless they are specifically listed as exclusions in the Plan.

The title to all assets acquired by the Plan are vested in the Group. In the event of termination of the Group, such property shall belong to the then members of the Group in equal shares. Each participating City pays all costs, premiums, or other fees attributable to its respective participation in the Plan, and is responsible for its obligation under any contract entered into with the Plan.

Reserves for claim losses include provisions for reported claims on a case basis and an estimate of claims incurred but not reported limited by aggregate and individual loss levels as specified by the Plan's reinsurance contracts. These credits, if any, represent contingent liabilities of the Plan if the reinsurer was unable to meet its obligations under the reinsurance agreement.

The Plan's insurance agreements are reinsured for excess losses based upon the contract year. The significant components of each reinsurance contract can be obtained from the Plan's annual financial report.

(2) Worker's Compensation

The title to all assets acquired by the Plan are vested in the Plan. In the event of termination of the Plan, such property shall belong to the then members of the Plan in equal shares. Each participating city pays for all costs, premiums, or other fees attributable to its respective participation in the Plan, policy or service established under the agreement establishing the Oklahoma Municipal Assurance Group, and is responsible for its obligations under any contract entered into with the Plan.

Specific aggregate stop loss coverage is provided by Comp Source.

Reserves for policy and contract claims provide for reported claims on a case basis and a provision for incurred but not reported claims limited to specific retention levels for each member as outlined in the Plan's reinsurance agreement.

The Plan worker's compensation coverage is reinsured for losses in excess of respective retention levels. The reinsurance agreement covers losses incurred within the effective period of the agreement. Each Plan member's liability for claims losses is limited to their individual retention levels as outlined in the Plan's reinsurance agreement.

Management believes the insurance coverage listed above is sufficient to preclude any significant uninsured losses to the City. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

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10. Commitments and Contingencies

Litigation:

The City is a party to various legal proceedings which normally occur in the course of governmental operations. The financial statements do not include accruals or provisions for loss contingencies that may result from these proceedings. State statutes provide for the levy of an ad valorem tax over a three-year period by a City Sinking Fund for the payment of any court assessed judgment rendered against the City. While the outcome of the above noted proceedings cannot be predicted, due to the insurance coverage maintained by the City and the State statute relating to judgments, the City feels that any settlement or judgment not covered by insurance would not have a material adverse effect on the financial condition of the City.

Federal and State Award Programs:

The City of Bixby participates in various federal or state grant/loan programs from year to year. In 2021, the City's involvement in federal and state award programs was material. The grant/loan programs are often subject to additional audits by agents of the granting or loaning agency, the purpose of which is to ensure compliance with the specific conditions of the grant or loan. The City has not been notified of any noncompliance with federal or state award requirements. Any liability for reimbursement which may arise as a result of these audits cannot be reasonably determined at this time, although it is believed the amount, if any, would not be material.

Non-cancelable Operating Leases:

The City has a lease with the City of Tulsa for the purchase of water. The lease is based on a price per gallon. Purchases were approximately \$4,208,000 during the year.

Construction Commitments:

The following construction contracts were outstanding and payable at June 30, 2021:

<u>Project by Activity</u>	<u>Amount Outstanding</u>
Parks	\$ 52,426
Streets	\$ 964,808
Building renovations	\$ 9,458
Downtown River Corridor	\$ 1,187,164
Stormwater	\$ 55,567
Wastewater Treatment Plant	\$ 7,825,194

DEQ Consent Order:

The City of Bixby is currently under Consent Order 19-265 from the Oklahoma Department of Environmental Quality that is related to its wastewater treatment facilities. Timely compliance with the Consent Order is needed to avoid any fines. The City continues to address the ODEQ-mandated wastewater disposal facilities needs through construction and operation of a modern wastewater treatment plant to replace outdated sewage lagoons currently in use. The City has until March 1, 2022 to complete the necessary improvements as mandated by the consent order.

11. Pension Plan Participation

The City of Bixby participates in four pension or retirement plans:

- Oklahoma Firefighter's Pension and Retirement System (OFPRS) – a statewide cost-sharing plan.
- Oklahoma Police Pension and Retirement System (OPPRS) – a statewide cost-sharing plan.
- Oklahoma Public Employees Retirement System (OPERS) – a statewide cost-sharing plan.
- Oklahoma Municipal Retirement Fund – an agent multiple-employer defined contribution plan.

Oklahoma Firefighters' Pension and Retirement System:

Plan description - The City of Bixby, as the employer, participates in the Firefighters Pension & retirement—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Firefighters Pension & Retirement System (FPRS). Title 11 of the Oklahoma State Statutes grants the authority to establish and amend the benefit terms to the FPRS. FPRS issues a publicly available financial report that can be obtained at www.ok.gov/FPRS.

Benefits provided - FPRS provides defined retirement benefits based on members' final average compensation, age, and term of service. In addition, the retirement program provides for benefits upon disability and to survivors upon death of eligible members. The Plan's benefits are established and amended by Oklahoma statute. Retirement provisions are as follows:

Normal Retirement:

- Hired Prior to November 1, 2013
Normal retirement is attained upon completing 20 years of service. The normal retirement benefit is equal to 50% of the member's final average compensation. Final average compensation is defined as the monthly average of the highest 30 consecutive months of the last 60 months of participating service. For volunteer firefighters, the monthly pension benefit for normal retirement is \$150.60 per month.
- Hired After November 1, 2013
Normal retirement is attained upon completing 22 years of service. The normal retirement benefit is equal to 55% of the member's final average compensation. Final average compensation is defined as the monthly average of the highest 30 consecutive months of the last 60 months of participating service. Also participants must be age 50 to begin receiving benefits. For volunteer firefighters, the monthly pension benefit for normal retirement is \$165.66 per month.

All firefighters are eligible for immediate disability benefits. For paid firefighters, the disability in-the-line-of-duty benefit for firefighters with less than 20 years of service is equal to 50% of final average monthly compensation, based on the most recent 30 months of service. For firefighters with over 20 years of service, a disability in the line of duty is calculated based on 2.5% of final average monthly compensation, based on the most recent 30 months, per year of service, with a maximum of 30 years of service. For disabilities not in the line of duty, the benefit is limited to only those with less than 20 years of service and is 50% of final average monthly compensation, based on the most recent 60-month salary as opposed to 30 months. For volunteer firefighters, the not-in-the-line-of-duty disability is also limited to

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only those with less than 20 years of service and is \$7.53 per year of service. For volunteer firefighters, the in-the-line-of-duty pension is \$150.60 with less than 20 years of service or \$7.53 per year of service, with a maximum of 30 years.

A \$5,000 lump sum death benefit is payable to the qualified spouse or designated recipient upon the participant's death. The \$5,000 death benefit does not apply to members electing the vested benefit-.

Contributions - The contributions requirements of the Plan are at an established rate determined by Oklahoma Statute and are not based on actuarial calculations. Employees are required to contribute 9% percent of their annual pay. Participating cities are required to contribute 14% of the employees' annual pay. Contributions to the pension plan from the City were \$274,167. The State of Oklahoma also made on-behalf contributions to FPRS in the amount of \$446,919 during the year and this is reported as both a revenue and an expenditure in the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance. In the government-wide Statement of Activities, revenue is recognized for the state's on-behalf contributions on an accrual basis of \$594,317. These on-behalf payments did not meet the criteria of a special funding situation.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2021, the City reported a net pension liability of \$7,067,633 for its proportionate share of the total net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2020. The City's proportion of the net pension liability was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2020. Based upon this information, the City's proportion was 0.5737%.

For the year ended June 30, 2021, the City recognized pension expense of \$1,687,138. At June 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 900,772	\$ 94,830
Changes of assumptions	-	119,768
Net difference between projected and actual earnings on pension plan investments	103,886	-
Changes in proportion and differences between City contributions and proportionate share of contributions	629,551	-
City contributions during measurement date	1,380	8,334
City contributions subsequent to the measurement date	274,167	-
Total	<u>\$ 1,909,756</u>	<u>\$ 222,932</u>

The \$274,167 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

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Year ended June 30:

2022	\$	413,553
2023		490,382
2024		326,876
2025		181,846
2026		-
	\$	<u>1,412,657</u>

Actuarial Assumptions- The total pension liability was determined by an actuarial valuation as of July 1, 2020, using the following actuarial assumptions, applied to all prior periods included in the measurement:

Inflation:	2.75%
Salary increases:	275% to 10.5% average, including inflation
Investment rate of return:	7.5% net of pension plan investment expense

Mortality rates were based on the Pub-2010 Public Safety Table, with adjustments for generational mortality improvement using scale MP-2018 for healthy lives and no mortality improvement for disabled lives.

The actuarial assumptions used in the July 1, 2020, valuation were based on the results of an actuarial experience study for the period July 1, 2013, to June 30, 2018.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2020, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	20%	4.38%
Domestic equity	47%	7.41%
International equity	15%	9.82%
Real estate	10%	7.70%
Other assets	8%	5.67%

Discount Rate- The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, determined by State statutes. Projected cash flows also assume the State of Oklahoma will continue contributing 36% of the insurance premium, as established by statute. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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Sensitivity of the Net Pension Liability to Changes in the Discount Rate-The following presents the net pension liability of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
Employers' net pension liability	\$ 9,178,618	\$ 7,067,633	\$ 5,301,451

Pension plan fiduciary net position - Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report of the FPRS which can be located at www.ok.gov/FPRS.

Oklahoma Police Pension and Retirement System:

Plan description - The City of Bixby, as the employer, participates in the Oklahoma Police Pension and Retirement Plan—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Police Pension and Retirement System (OPPRS). Title 11 of the Oklahoma State Statutes, through the Oklahoma Legislature, grants the authority to establish and amend the benefit terms to the OPPRS. OPPRS issues a publicly available financial report that can be obtained at www.ok.gov/OPPRS.

Benefits provided - OPPRS provides retirement, disability, and death benefits to members of the plan. The normal retirement date under the Plan is the date upon which the participant completes 20 years of credited service, regardless of age. Participants become vested upon completing 10 years of credited service as a contributing participant of the Plan. No vesting occurs prior to completing 10 years of credited service. Participants' contributions are refundable, without interest, upon termination prior to normal retirement. Participants who have completed 10 years of credited service may elect a vested benefit in lieu of having their accumulated contributions refunded. If the vested benefit is elected, the participant is entitled to a monthly retirement benefit commencing on the date the participant reaches 50 years of age or the date the participant would have had 20 years of credited service had employment continued uninterrupted, whichever is later. Monthly retirement benefits are calculated at 2.5% of the final average salary (defined as the average paid base salary of the officer over the highest 30 consecutive months of the last 60 months of credited service) multiplied by the years of credited service, with a maximum of 30 years of credited service considered.

Monthly benefits for participants due to permanent disability incurred in the line of duty are 2.5% of the participants' final average salary multiplied by 20 years. This disability benefit is reduced by stated percentages for partial disability based on the percentage of impairment. After 10 years of credited service, participants who retire due to disability incurred from any cause are eligible for a monthly benefit based on 2.5% of their final average salary multiplied by the years of service. This disability benefit is also reduced by stated percentages for partial disability based on the percentage of impairment. Effective July 1, 1998, once a disability benefit is granted to a participant, that participant is no longer allowed to apply for an increase in the dollar amount of the benefit at a subsequent date.

Survivor's benefits are payable in full to the participant's beneficiary upon the death of a retired participant. The beneficiary of any active participant killed in the line of duty is entitled to a pension benefit.

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Contributions - The contributions requirements of the Plan are at an established rate determine by Oklahoma Statute and are not based on actuarial calculations. Employees are required to contribute 8% percent of their annual pay. Participating cities are required to contribute 13% of the employees' annual pay. Contributions to the pension plan from the City were \$253,903. The State of Oklahoma also made on-behalf contributions to OPPRS in the amount of \$148,609 during the calendar year and this is reported as both a revenue and an expenditure in the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance. In the government-wide Statement of Activities, revenue is recognized for the state's on-behalf contributions on an accrual basis of \$206,403. These on-behalf payments did not meet the criteria of a special funding situation.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2021, the City reported a liability of \$588,270 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2020. The City's proportion of the net pension liability was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2020. Based upon this information, the City's proportion was 0.51223%.

For the year ended June 30, 2021, the City recognized pension expense of \$691,530. At June 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 15,219	\$ 159,759
Changes of assumptions	60,432	-
Net difference between projected and actual earnings on pension plan investments	694,067	-
Changes in proportion and differences between City contributions and proportionate share of contributions	1,966	3,288
City contributions during measurment date	342	10,253
City contributions subsequent to the measurement date	253,903	-
Total	<u>\$ 1,025,929</u>	<u>\$ 173,300</u>

The \$253,903 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

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Year ended June 30:		
2022	\$	83,049
2023		174,323
2024		224,467
2025		129,739
2026		(12,852)
	\$	<u>598,726</u>

Actuarial Assumptions-The total pension liability was determined by an actuarial valuation as of July 1, 2020, using the following actuarial assumptions, applied to all prior periods included in the measurement:

Inflation:	2.75%
Salary increases:	3.5% to 12% average, including inflation
Investment rate of return:	7 .5% net of pension plan investment expense
Cost of living adjustments:	Police officers eligible to receive increased benefits according to repealed Section 50-120 of Title 11 of the Oklahoma Statutes pursuant to a court order receive an adjustment of 1/3 to 1/2 of the increase or decrease of any adjustment to the base salary of a regular police officer, based on an increase in base salary of 3.5% (wage inflation).
Mortality rates:	Active employees (pre-retirement) RP-2000 Blue Collar Healthy Combined table with age set back 4 years with fully generational improvement using Scale AA. Active employees (post-retirement) and nondisabled pensioners: RP-2000 Blue Collar Healthy Combined table with fully generational improvement using scale AA. Disabled pensioners: RP-2000 Blue Collar Healthy Combined table with age set forward 4 years.

The actuarial assumptions used in the July 1, 2020, valuation were based on the results of an actuarial experience study for the period July 1, 2012, to June 30, 2017.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2020, are summarized in the following table:

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<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	5.11%
Domestic equity	6.80%
International equity	11.45%
Real estate	8.60%
Private Equity	11.58%
Commodities	0.00%

The current allocation policy is that approximately 60% of assets in equity instruments, including public equity, long-short hedge, venture capital, and private equity strategies; approximately 25% of assets in fixed income to include investment grade bonds, high yield and non-dollar denominated bonds, convertible bonds, and low volatility hedge fund strategies; and 15% of assets in real assets to include real estate, commodities, and other strategies.

Discount Rate-The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, determined by State statutes. Projected cash flows also assume the State of Oklahoma will continue contributing 14% of the insurance premium, as established by statute. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate-The following presents the net pension liability (asset) of the employers calculated using the discount rate of 7.5%, as well as what the Plan's net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage point lower (6.5%) or 1-percentage-point higher (8.5%) than the current rate:

	<u>1% Decrease (6.5%)</u>	<u>Current Discount Rate (7.5%)</u>	<u>1% Increase (8.5%)</u>
Employers' net pension liability (asset)	\$ 2,078,121	\$ 588,270	\$ (671,830)

Pension plan fiduciary net position - Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report of the OPPRS; which can be located at www.ok.gov/OPPRS.

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Oklahoma Public Employees Retirement System:

Plan description - The City of Bixby, as the employer, participates in Oklahoma Public Employees Retirement Plan—a cost-sharing multiple-employer defined benefit pension plan administered by the Oklahoma Public Employees Retirement System (OPERS). Title 74 of the Oklahoma State Statutes grants the authority to establish and amend the benefit terms to the OPERS. OPERS issues a publicly available financial report that can be obtained at www.opers.ok.gov.

Benefits provided - OPERS provides retirement, disability, and death benefits to members of the plan. Members qualify for full retirement benefits at their specified normal retirement age or, for any person who became a member prior to July 1, 1992, when the sum of the member's age and years of credited service equals or exceeds 80 (Rule of 80), and for any person who became a member after June 30, 1992, when the member's age and years of credited service equals or exceeds 90 (Rule of 90).

Normal retirement date is further qualified to require that all members employed on or after January 1, 1983 must have six or more years of full-time equivalent employment with a participating employer before being eligible to receive benefits. Credited service is the sum of participating and prior service. Prior service includes nonparticipating service before January 1, 1975, or the entry date of the employer and active wartime military service.

A member with a minimum of ten years of participating service may elect early retirement with reduced benefits beginning at age 55 if the participant became a member prior to November 1, 2011, or age 60 if the participant became a member on or after November 1, 2011.

Benefits are calculated for each member category as follows:

- **Employees**
 - Benefits are determined at 2% of the average annual salary received during the highest thirty-six months of the last ten years of participating service, but not to exceed the applicable annual salary cap, multiplied by the number of years of credited service. Members who join OPERS on or after July 1, 2013, will have their salary averaged over the highest 60 months of the last ten years. Normal retirement age under the Plan is 62 or Rule of 80/90 if the participant became a member prior to November 1, 2011, or age 65 or Rule of 90 if the participant became a member on or after November 1, 2011.
 - Members who elect to pay the additional contribution rate, which became available in January 2004, will receive benefits using a 2.5% computation factor for each full year the additional contributions are made. In 2004, legislation was enacted to provide an increased benefit to retiring members who were not yet eligible for Medicare. The Medicare Gap benefit option became available to members under age 65 who retired on or after May 1, 2006. Members may elect to receive a temporary increased benefit to cover the cost of health insurance premiums until the member is eligible to receive Medicare. After the member becomes eligible for Medicare, the retirement benefit will be permanently reduced by an actuarially determined amount. The option is irrevocable, must be chosen prior to retirement, and is structured to have a neutral actuarial cost to the Plan.
 - Members become eligible to vest fully upon termination of employment after attaining eight years of credited service, or the members' contributions may be withdrawn upon termination of employment.

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- **Hazardous Duty Members**

- o Benefits are determined at (a) 2.5% of the final average compensation up to the applicable annual salary cap multiplied by the number of years of service as a hazardous duty member not to exceed 20 years and (b) 2.0% of the final average compensation multiplied by the number of years of service in excess of 20 years and any other years of service creditable. Normal retirement age under the Plan is 62 or at completion of 20 years of creditable service as a hazardous duty member or Rule of 80/90 if participant became a member prior to November 1, 2011, or age 65 or at completion of 20 years of creditable service as a hazardous duty member or Rule of 90 if participant became a member on or after November 1, 2011.

Disability retirement benefits are available for members having eight years of credited service whose disability status has been certified as being within one year of the last day on the job by the Social Security Administration. Disability retirement benefits are determined in the same manner as retirement benefits, but payable immediately without an actuarial reduction.

Upon the death of an active member, the accumulated contributions of the member are paid to the member's named beneficiary(ies) in a single lump sum payment. If a retired member elected a joint annuitant survivor option or an active member was eligible to retire with either reduced or unreduced benefits or eligible to vest the retirement benefit at the time of death, benefits can be paid in monthly payments over the life of the spouse if the spouse so elects.

Upon the death of a retired member, the Plan will pay a \$5,000 death benefit to the member's beneficiary or estate of the member if there is no living beneficiary. The death benefit will be paid in addition to any excess employee contributions or survivor benefits due to the beneficiary.

Contributions - The contribution rates for each member category of the Plan are established by the Oklahoma Legislature after recommendation by the Board based on an actuarial calculation, which is performed to determine the adequacy of such contribution rates. Employees are required to contribute 3.5% percent of their annual pay. Participating entities are required to contribute 16.5% of the employees' annual pay. A portion of the contributions received by OPERS are allocated to the Supplemental Health Insurance program; see Note 12. Contributions to the pension plan from the City were \$496,386.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2021, the City reported a liability of \$1,452,068 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2020. The City's proportion of the net pension liability was based on the City's contributions received by the pension plan relative to the total contributions received by pension plan for all participating employers as of June 30, 2020. Based upon this information, the City's proportion was 0.1628%.

For the year ended June 30, 2021, the City recognized pension expense of \$894,209. At June 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

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	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 7,934
Changes of assumptions	518,665	-
Net difference between projected and actual earnings on pension plan investments	172,542	
Changes in proportion and differences between City contributions and proportionate share of contributions	7,721	2,259
City contributions during measurement period	44,668	45,654
City contributions subsequent to the measurement date	496,386	-
Total	<u>\$ 1,239,982</u>	<u>\$ 55,847</u>

The \$496,386 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2022	\$ 280,532
2023	227,650
2024	106,106
2025	73,461
	<u>\$ 687,749</u>

Actuarial Assumptions- The total pension liability as of June 30, 2021, was determined based on an actuarial valuation prepared as of July 1, 2020, using the following actuarial assumptions:

- Investment return – 6.50% compounded annually net of investment expense and including inflation
- Salary increases – 3.5% to 9.25% per year including inflation
- Mortality rate – Mortality rate Pub-2010 Below Media, General Membership Active/Retiree Healthy Mortality Table with base rates projected to 2030 using Scale MP-2019. Male rates are set back one year, and female rates are set forward one year.
- No annual post-retirement benefit increases
- Assumed inflation rate – 2.50%
- Payroll growth – 3.25% per year
- Actuarial cost method – Entry age
- Select period for the termination of employment assumptions – 10 years

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The actuarial assumptions used in the July 1, 2020, valuation are based on the results of the most recent actuarial experience study, which cover the three-year period ending June 30, 2019. The experience study report is dated May 13, 2020.

The long-term expected rate of return on pension plan investments was determined using a log-normal distribution analysis in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The Target asset allocation and best estimates of geometric real rates of return for each major asset class as of June 30, 2020, are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
U.S. Large Cap Equity	34.0%	4.7%
U.S. Small Cap Equity	6.0%	5.8%
Int'l Developed Equity	23.0%	6.5%
Emerging Market Equity	5.0%	8.5%
Core Fixed Income	25.0%	0.5%
Long Term Treasuries	3.5%	0.0%
US TIPS	3.5%	0.3%
Total	100.0%	

Discount Rate- The discount rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and the employers will be made at the current contribution rate as set out in state statute. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate determined does not use a municipal bond rate.

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate-The following presents the net pension liability (asset) of the employers calculated using the discount rate of 6.50%, as well as what the Plan's net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage point lower (5.50%) or 1-percentage-point higher (7.50%) than the current rate:

	1% Decrease (5.50%)	Current Discount Rate (6.50%)	1% Increase (7.50%)
Employers' net pension liability (asset)	\$ 3,418,290	\$ 1,452,068	\$ (209,365)

Pension plan fiduciary net position - Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report of the OPERS; which can be located at www.opers.ok.gov.

12. Other Post-Employment Benefits

Plan description - The City as the employer, participates in the Supplemental Health Insurance Program—a cost-sharing multiple-employer defined benefit OPEB plan administered by the Oklahoma Public Employees Retirement System (OPERS). The authority to establish and amend benefit provisions rests with the State Legislature. OPERS issues a publicly available financial report that can be obtained at www.ok.gov/OPERS

Benefits provided - OPERS pays a medical insurance supplement to eligible members who elect to maintain health insurance with the Oklahoma Employees Group Insurance Division (EGID) or other qualified insurance plan provided by the employer. This subsidy continues until the retiree terminates health insurance coverage with EGID or other qualified plan, or until death. The subsidy is only for the retiree, not joint annuitants or beneficiaries. The supplement payment is capped at \$105 per month per retiree, remitted to EGID.

Contributions - The contribution rates for each member category of the System are established by the Oklahoma Legislature after recommendation by the Board based on an actuarial calculation, which is performed to determine the adequacy of such contribution rates. An actuarially determined portion of the total contributions to the System are set aside to finance the cost of the benefits of the HISP in accordance with provisions of the Internal Revenue Code. Based on the contribution requirements of the plan employers and employees contribute a single amount based on a single contribution rate as described in Note 11; from this amount OPERS allocates a portion of the contributions to the supplemental health insurance program. Contributions allocated to the OPEB plan from the City were \$34,815.

OPEB Liability (Asset), OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB - At June 30, 2021, the City reported an asset of \$76,305 for its proportionate share of the net OPEB asset. The net OPEB asset was measured as of June 30, 2020, and the total OPEB liability used to calculate the net OPEB asset was determined by an actuarial valuation as of June 30, 2020. The City's proportion of the net OPEB asset was based on the City's contributions received by the OPEB plan relative to the total contributions received by the OPEB plan for all participating employers as of June 30, 2020. Based upon this information, the City's proportion was 0.1628% percent.

For the year ended June 30, 2021, the City recognized OPEB expense of (\$3,668). At June 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

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	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 64,607
Changes of assumptions	26,925	-
Net difference between projected and actual earnings on pension plan investments	11,617	-
Changes in proportion and differences between City contributions and proportionate share of contributions	2,596	724
City contributions during measurement period	9,429	9,238
City contributions subsequent to the measurement date	34,815	-
Total	<u>\$ 85,382</u>	<u>\$ 74,569</u>

The \$34,815 reported as deferred outflows of resources related to OPEB resulting from City contributions subsequent to the measurement date will be recognized as a reduction of or contribution to the net OPEB liability (asset) in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30:

2022	\$ (10,786)
2023	(5,757)
2024	(3,911)
2025	(2,625)
2026	(923)
	<u>\$ (24,002)</u>

Actuarial Assumptions- The net OPEB asset as of June 30, 2020, was determined based on an actuarial valuation prepared as of June 30, 2020 using the following actuarial assumptions:

- Investment return – 6.50% compounded annually net of investment expense and including inflation
- Salary increases – 3.25% to 9.25% per year including inflation
- Mortality rates – Mortality rate Pub-2010 Below Media, General Membership Active/Retiree Healthy Mortality Table with base rates projected to 2030 using Scale MP-2019. Male rates are set back one year, and female rates are set forward one year.
- No annual post-retirement benefit increases
- Assumed inflation rate – 2.50%
- Payroll growth – 3.25%
- Actuarial cost method – Entry age
- Select period for the termination of employment assumptions – 10 years
- Health Care Trend Rate – Not applicable based on how the System is structured and benefit payments are made.

The actuarial assumptions used in the July 1, 2020, valuation are based on the results of the most recent actuarial experience study, which covered the three-year period ending June 30, 2019. The experience study report is dated May 13, 2020.

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The long-term expected rate of return on pension plan investments was determined using a log-normal distribution analysis in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The Target asset allocation and best estimates of geometric real rates of return for each major asset class as of June 30, 2020, are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
U.S. Large Cap Equity	34.0%	4.7%
U.S. Small Cap Equity	6.0%	5.8%
Int's Developed Equity	23.0%	6.5%
Emerging Market Equity	5.0%	8.5%
Core Fixed Income	25.0%	0.5%
Long Term Treasuries	3.5%	0.0%
US TIPS	3.5%	0.3%
Total	100.0%	

Discount Rate- A single discount rate of 6.50% was used to measure the net OPEB asset as of June 30, 2020. This single discount rate was based solely on the expected rate of return on OPEB plan investments of 7.00%. Based on the stated assumptions and the projection of cash flows, the OPEB plan's fiduciary net position and future contributions were projected to be available to finance all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Sensitivity of the Net OPEB Liability (Asset) to Changes in the Discount Rate-The following presents the net OPEB liability (asset) of the employer calculated using the discount rate of 6.50%, as well as what the Plan's net OPEB liability (asset) would be if it were calculated using a discount rate that is 1-percentage point lower (5.50%) or 1-percentage-point higher (7.50%) than the current rate:

	1% Decrease (5.50%)	Current Discount Rate (6.50%)	1% Increase (7.50%)
Employers' net pension liability (asset)	\$ (19,427)	\$ (76,305)	\$ (125,051)

OPEB plan fiduciary net position - Detailed information about the OPEB plan's fiduciary net position is available in the separately issued financial report of the OPERS; which can be located at www.ok.gov/OPERS.

13. Tax Abatements

The City enters into sales tax rebate agreements with local businesses as allowed in the Oklahoma State Constitution, Article 10, Section 14. Under this law, the City may establish economic development programs and provide sales tax increments for development as part of its economic development plan.

The sales tax rebate program allows a retail store, business, or developer to receive rebated sales tax in an amount equal to one cent (\$0.01) from every three and one-half cents (\$0.035) of sales tax that the business generates. To be eligible for this program, the project area should be developed or redeveloped after a significant vacancy to provide economic opportunity to the City and its' citizens.

Due to the confidentiality laws in Oklahoma Statutes, Title 68, Section 1354.11, the amount of sales taxes rebated will not be disclosed. The following businesses had rebate agreements with the City as of June 30, 2021:

A grocery retailer received rebated sales taxes during 2021. The sales tax rebated cannot \$500,000. This sales tax rebate period is for ten years from the sales tax commencement date (the date the City first receives sales tax). The agreement must be renewed for the City Council annually to ensure a continuing public benefit. This agreement was entered into August 2011 with the first rebate being paid in January 2013; therefore the agreement will terminate no later than January 2023.

A grocery retailer received rebated sales taxes during 2021. The sales tax rebated cannot \$600,000. This sales tax rebate period is for ten years from the sales tax commencement date (the date the City first receives sales tax). The agreement must be renewed for the City Council annually to ensure a continuing public benefit. This agreement was entered into July 2018 with the first rebate being paid in March 2019; therefore the agreement will terminate no later than June 2028.

A developer received rebated sales taxes during 2021. The sales tax rebated cannot \$1,000,000. This sales tax rebate period is for fifteen years from the sales tax commencement date (the date the City first receives sales tax). The agreement must be renewed for the City Council annually to ensure a continuing public benefit. This agreement was entered into July 2018 with the first rebate being paid in July 2019; therefore the agreement will terminate no later than June 2033.

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REQUIRED SUPPLEMENTARY INFORMATION

CITY OF BIXBY, OKLAHOMA
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Budgetary Comparison Schedule (Budgetary Basis) – Year Ended June 30, 2021

	General Fund			
	Budgeted Amounts		Actual Amounts.	Variance with
	Original	Final	Budgetary Basis	Final Budget - Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 6,332,029	\$ 6,332,029	\$ 7,303,747	\$ 971,718
Resources (Inflows):				
Sales and use tax	6,694,276	6,694,276	7,641,316	947,040
Franchise and miscellaneous taxes	1,021,319	1,021,319	991,362	(29,957)
Intergovernmental	290,000	290,000	222,575	(67,425)
Licenses and permits	563,589	563,589	852,817	289,228
Charges for services	575,023	575,023	653,303	78,280
Fines & forfeitures	564,181	564,181	402,263	(161,918)
Investment earnings	40,000	40,000	45,554	5,554
Miscellaneous	252,582	252,582	326,602	74,020
Transfer in	1,758,462	1,758,462	2,073,872	315,410
Total resources (Inflows)	<u>11,759,432</u>	<u>11,759,432</u>	<u>13,209,664</u>	<u>1,450,232</u>
Amounts available for appropriation	<u>18,091,461</u>	<u>18,091,461</u>	<u>20,513,411</u>	<u>2,421,950</u>
Charges to Appropriations (Outflows):				
Administration	525,902	525,902	442,336	83,566
Attorney	152,172	152,172	119,588	32,584
Municipal court	147,695	147,695	125,188	22,507
Community service	9,565	9,565	2,678	6,887
General government	1,183,616	1,183,616	1,088,210	95,406
Police	4,109,466	4,109,466	3,609,399	500,067
Fire	3,092,772	3,092,772	2,806,883	285,889
Emergency Management	42,505	42,505	26,156	16,349
Streets	700,066	700,066	692,915	7,151
Development Services	461,898	461,898	389,544	72,354
Cemetery	101,583	101,583	89,241	12,342
Transfers out	2,258,462	2,258,462	2,573,872	(315,410)
Total Charges to Appropriations	<u>12,785,702</u>	<u>12,785,702</u>	<u>11,966,010</u>	<u>819,692</u>
Fund balances - ending	<u>\$ 5,305,759</u>	<u>\$ 5,305,759</u>	<u>\$ 8,547,401</u>	<u>\$ 3,241,642</u>
Reconciliation to Statement of Revenues, Expenditures, and Change in Fund Balance:				
Rural Fire Account Balance			138,571	
Fishing License Account Balance			99,343	
Alive at 25 Account Balance			54,800	
Cemetery Beautification Account Balance			512	
Cemetery Maintenance Account Balance			211,418	
Total General Fund Fund Balance			<u>\$ 9,052,045</u>	

CITY OF BIXBY, OKLAHOMA
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Footnotes to Budgetary Comparison Schedules:

1. The budgetary comparison schedule is reported on a GAAP basis using the modified accrual basis with the exception of on-behalf payments made by the state related to firefighter and police pension and transfers in/out.
2. The legal level of appropriation control is the department level within a fund. Transfers of appropriation within a fund require the approval of the City Manager. All supplemental appropriations require the approval of the City Council. Supplemental appropriations must be filed with the Office of the State Auditor and Inspector.
3. The budgetary basis differs from the modified accrual basis as shown in the schedule below:

	General Fund
Total revenue - budgetary basis	\$ 13,209,664
On-behalf revenue	595,528
Transfers In	<u>(2,073,872)</u>
Total revenue - GAAP basis	<u>\$ 11,731,320</u>
 Total expenditures - budgetary basis	 11,966,010
On-behalf expenses	595,528
Transfers Out	<u>(2,573,872)</u>
Total expenses - GAAP basis	<u>\$ 9,987,666</u>

4. Expenditures exceeded appropriations as follows:

General Fund –Transfers out	\$ 315,410
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CITY OF BIXBY, OKLAHOMA
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Schedules of Required Supplementary Information

SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
OKLAHOMA FIREFIGHTERS PENSION & RETIREMENT SYSTEM

Last 10 Fiscal Years*

	2015	2016	2017	2018	2019	2020	2021
City's proportion of the net pension liability	0.403131%	0.449495%	0.478342%	0.519481%	0.536564%	0.540202%	0.573712%
City's proportionate share of the net pension liability	\$ 4,145,593	\$ 4,770,991	\$ 5,843,964	\$ 6,533,637	\$ 6,039,812	\$ 5,708,119	\$ 7,067,633
City's covered-employee payroll	\$ 1,100,698	\$ 1,270,341	\$ 1,340,589	\$ 1,480,822	\$ 1,616,386	\$ 1,668,866	\$ 1,776,615
City's proportionate share of the net pension liability as a percentage of its covered-employee payroll	377%	376%	436%	441%	374%	342%	398%
Plan fiduciary net position as a percentage of the total pension liability	68.12%	68.27%	64.87%	66.61%	70.73%	72.85%	69.98%

*The amounts present for each fiscal year were determined as of 6/30

Notes to Schedule:

Only seven years are presented because 10-year data is not yet available.

SCHEDULE OF CITY CONTRIBUTIONS
OKLAHOMA FIREFIGHTERS PENSION & RETIREMENT SYSTEM
Last 10 Fiscal Years

	2015	2016	2017	2018	2019	2020	2021
Statutorially required contribution	\$ 177,848	\$ 187,014	\$ 207,315	\$ 225,881	\$ 233,641	\$ 248,726	\$ 274,167
Contributions in relation to the statutorially required contribution	177,848	187,014	207,315	225,881	233,641	248,726	274,167
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered-employee payroll	\$ 1,270,341	\$ 1,340,589	\$ 1,480,822	\$ 1,616,386	\$ 1,668,866	\$ 1,776,615	\$ 1,958,339
Contributions as a percentage of covered-employee payroll	14.00%	13.95%	14.00%	13.97%	14.00%	14.00%	14.00%

Notes to Schedule:

Only seven years are presented because 10-year data is not yet available.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
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Schedules of Required Supplementary Information

SCHEDULE OF THE CITY OF BIXBY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASS OKLAHOMA POLICE PENSION & RETIREMENT SYSTEM

Last 10 Fiscal Years*

	2015	2016	2017	2018	2019	2020	2021
City's proportion of the net pension liability (asset)	0.4100%	0.4240%	0.4181%	0.4469%	0.5074%	0.5088%	0.5122%
City's proportionate share of the net pension liability (asset)	\$ (138,026)	\$ 17,289	\$ 640,261	\$ 34,375	\$ (241,711)	\$ (32,480)	\$ 588,270
City's covered-employee payroll	\$ 1,129,379	\$ 1,280,757	\$ 1,235,936	\$ 1,336,603	\$ 1,557,376	\$ 1,655,248	\$ 1,653,885
City's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	12.22%	1.35%	51.80%	2.57%	15.52%	1.96%	-35.57%
Plan fiduciary net position as a percentage of the total pension liability	101.53%	99.82%	93.50%	99.68%	101.89%	100.24%	95.80%

*The amounts present for each fiscal year were determined as of 6/30

Notes to Schedule:

Only seven fiscal years are presented because 10-year data is not yet available.

SCHEDULE OF CITY CONTRIBUTIONS

OKLAHOMA POLICE PENSION & RETIREMENT SYSTEM

Last 10 Fiscal Years

	2015	2016	2017	2018	2019	2020	2021
Statutorially required contribution	\$ 161,840	\$ 160,509	\$ 173,546	\$ 202,458	\$ 214,986	\$ 215,004	\$ 253,903
Contributions in relation to the statutorially required contribution	161,840	160,509	173,546	202,458	214,986	215,004	253,903
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered-employee payroll	\$ 1,280,757	\$ 1,235,936	\$ 1,336,603	\$ 1,557,376	\$ 1,655,248	\$ 1,653,885	\$ 1,814,638
Contributions as a percentage of covered-employee payroll	12.64%	12.99%	12.98%	13.00%	12.99%	13.00%	13.99%

Notes to Schedule:

Only seven fiscal years are presented because 10-year data is not yet available.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
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Schedules of Required Supplementary Information

SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

OKLAHOMA PUBLIC EMPLOYEES RETIREMENT PLAN

Last 10 Fiscal Years* (Dollar amounts in thousands)

	2015	2016	2017	2018	2019	2020	2021
City's proportion of the net pension liability	0.1457%	0.1477%	0.1420%	0.1470%	0.1596%	0.1564%	0.1628%
City's proportionate share of the net pension liability	\$ 267,459	\$ 531,317	\$ 1,408,795	\$ 794,983	\$ 311,355	\$ 208,335	\$ 1,452,068
City's covered-employee payroll	\$ 2,468,546	\$ 2,609,698	\$ 2,548,985	\$ 2,560,070	\$ 2,677,258	\$ 2,670,422	\$ 2,881,360
City's proportionate share of the net pension liability as a percentage of its covered-employee payroll	11%	20%	55%	31%	12%	8%	50%
Plan fiduciary net position as a percentage of the total pension liability	97.90%	96.00%	89.48%	94.28%	97.96%	98.63%	91.59%

*The amounts present for each fiscal year were determined as of 6/30

Notes to Schedule:

Only seven fiscal years are presented because 10-year data is not yet available.

Schedules of Required Supplementary Information

SCHEDULE OF THE CITY'S CONTRIBUTIONS

OKLAHOMA PUBLIC EMPLOYEES RETIREMENT PLAN

Last 10 Fiscal Years (Dollar amounts in thousands)

	2015	2016	2017	2018	2019	2020	2021
Contractually required contribution	\$ 430,600	\$ 420,869	\$ 423,213	\$ 413,957	\$ 410,707	\$ 445,153	\$ 496,386
Contributions in relation to the contractually required contribution	430,600	420,869	423,213	413,957	410,707	445,153	496,386
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered-employee payroll	\$ 2,609,698	\$ 2,548,985	\$ 2,560,070	\$ 2,677,258	\$ 2,670,422	\$ 2,881,360	\$ 3,213,178
Contributions as a percentage of covered-employee payroll	16.50%	16.51%	16.53%	15.46%	15.38%	15.45%	15.45%

Notes to Schedule:

Only seven fiscal years are presented because 10-year data is not yet available.

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
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Schedules of Required Supplementary Information

SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)
SUPPLEMENTAL HEALTH INSURANCE PROGRAM

Last 10 Fiscal Years* (Dollar amounts in thousands)

	2018	2019	2020	2021
City's proportion of the net OPEB liability (asset)	0.1470%	0.1596%	0.1564%	0.1628%
City's proportionate share of the net OPEB liability (asset)	\$ 16,842	\$ (20,658)	\$ (60,810)	\$ (76,305)
City's covered-employee payroll	\$ 2,560,070	\$ 2,677,258	\$ 2,670,422	\$ 2,881,360
City's proportionate share of the net OPEB liability (asset) as a percentage of its covered-employee payroll	1%	1%	2%	3%
Plan fiduciary net position as a percentage of the total OPEB liability	96.50%	103.94%	112.11%	114.27%

*The amounts present for each fiscal year were determined as of 6/30

Notes to Schedule:

Only four fiscal years are presented because 10-year data is not yet available.

Schedules of Required Supplementary Information

SCHEDULE OF THE CITY'S CONTRIBUTIONS
SUPPLEMENTAL HEALTH INSURANCE PROGRAM

Last 10 Fiscal Years (Dollar amounts in thousands)

	2018	2019	2020	2021
Contractually required contribution	\$ 28,971	\$ 30,268	\$ 31,701	\$ 34,815
Contributions in relation to the contractually required contribution	28,971	30,268	31,701	34,815
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
City's covered-employee payroll	\$ 2,677,258	\$ 2,670,422	\$ 2,881,360	\$ 3,213,178
Contributions as a percentage of covered-employee payroll	1.08%	1.13%	1.10%	1.08%

Notes to Schedule:

Only four fiscal years are presented because 10-year data is not yet available.

CITY OF BIXBY, OKLAHOMA
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OTHER SUPPLEMENTARY INFORMATION

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

Combining Balance Sheet – General Fund Accounts – June 30, 2021

	<u>General Fund</u>	<u>Rural Fire Account</u>	<u>Fishing License Account</u>	<u>Alive At 25 Account</u>	<u>Cemetery Beautification Account</u>	<u>Cemetery Maintenance Account</u>	<u>Total</u>
ASSETS							
Cash and cash equivalents	\$ 4,589,037	\$ 138,571	\$ 61,165	\$ 54,800	\$ 512	\$ 217,293	\$ 5,061,378
Investments	2,985,208	-	38,178	-	-	-	3,023,386
Receivable from other governments	1,086,076	-	-	-	-	-	1,086,076
Due from other funds	-	-	-	-	-	-	-
Taxes receivable, net	74,406	-	-	-	-	-	74,406
Court fines receivable, net	752,939	-	-	-	-	-	752,939
Ambulance receivable, net	18,291	-	-	-	-	-	18,291
Other receivables	69,544	-	-	-	-	-	69,544
Total assets	<u>\$ 9,575,501</u>	<u>\$ 138,571</u>	<u>\$ 99,343</u>	<u>\$ 54,800</u>	<u>\$ 512</u>	<u>\$ 217,293</u>	<u>\$ 10,086,020</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES							
Liabilities:							
Accounts payable	\$ 106,865	\$ -	\$ -	\$ -	\$ -	\$ 5,875	\$ 112,740
Accrued payroll	204,242	-	-	-	-	-	204,242
Due to other funds	859	-	-	-	-	-	859
Due to bondholders	4,228	-	-	-	-	-	4,228
Payable to other governments	3,633	-	-	-	-	-	3,633
Other payables	8,528	-	-	-	-	-	8,528
Total liabilities	<u>328,355</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,875</u>	<u>334,230</u>
Deferred Inflows:							
Deferred revenue	<u>699,745</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>699,745</u>
Fund balances:							
Assigned	1,157,678	138,571	99,343	54,800	512	211,418	1,662,322
Unassigned	7,389,723	-	-	-	-	-	7,389,723
Total fund balances	<u>8,547,401</u>	<u>138,571</u>	<u>99,343</u>	<u>54,800</u>	<u>512</u>	<u>211,418</u>	<u>9,052,045</u>
Total liabilities, deferred inflows and fund balances	<u>\$ 9,575,501</u>	<u>\$ 138,571</u>	<u>\$ 99,343</u>	<u>\$ 54,800</u>	<u>\$ 512</u>	<u>\$ 217,293</u>	<u>\$ 10,086,020</u>

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2021

Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance – General Fund
Accounts – For the Year Ended June 30, 2021

	<u>General Fund</u>	<u>Rural Fire Account</u>	<u>Fishing License Account</u>	<u>Alive At 25 Account</u>	<u>Cemetery Beautification Account</u>	<u>Cemetery Maintenance Account</u>	<u>Total</u>
REVENUES							
Sales and use tax	\$ 7,641,316	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,641,316
Franchise and miscellaneous taxes	991,362	-	-	-	-	-	991,362
Intergovernmental	818,103	-	-	-	-	-	818,103
Licenses and permits	852,817	-	9,415	-	-	-	862,232
Charges for services	653,303	22,325	-	-	350	36,150	712,128
Fines & forfeitures	402,263	-	-	-	-	-	402,263
Investment earnings	45,554	885	513	-	2	1,281	48,235
Miscellaneous	326,602	-	-	3,650	-	-	330,252
Total revenues	<u>11,731,320</u>	<u>23,210</u>	<u>9,928</u>	<u>3,650</u>	<u>352</u>	<u>37,431</u>	<u>11,805,891</u>
EXPENDITURES							
Administration	442,336	-	-	-	-	-	442,336
City attorney	119,588	-	-	-	-	-	119,588
Municipal court	125,188	-	-	-	-	-	125,188
Community service	2,678	-	-	-	-	-	2,678
General government	1,087,521	-	-	-	-	-	1,087,521
Police	3,684,348	6,309	-	-	-	-	3,690,657
Fire	3,251,420	-	-	-	-	-	3,251,420
Emergency Management	26,156	-	-	-	-	-	26,156
Streets	692,063	-	-	-	-	-	692,063
Cemetery	89,241	-	-	-	150	60,805	150,196
Development services	390,233	-	-	-	-	-	390,233
Capital Outlay	76,894	-	-	-	-	-	76,894
Total Expenditures	<u>9,987,666</u>	<u>6,309</u>	<u>-</u>	<u>-</u>	<u>150</u>	<u>60,805</u>	<u>10,054,930</u>
Excess (deficiency) of revenues over expenditures	<u>1,743,654</u>	<u>16,901</u>	<u>9,928</u>	<u>3,650</u>	<u>202</u>	<u>(23,374)</u>	<u>1,750,961</u>
OTHER FINANCING SOURCES (USES)							
Transfers in	2,073,872	7,000	-	-	-	50,000	2,130,872
Transfers out	<u>(2,573,872)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,573,872)</u>
Total other financing sources and uses	<u>(500,000)</u>	<u>7,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>(443,000)</u>
Net change in fund balances	1,243,654	23,901	9,928	3,650	202	26,626	1,307,961
Fund balances - beginning	7,303,747	114,670	89,415	51,150	310	184,792	7,744,084
Fund balances - ending	<u>\$ 8,547,401</u>	<u>\$ 138,571</u>	<u>\$ 99,343</u>	<u>\$ 54,800</u>	<u>\$ 512</u>	<u>\$ 211,418</u>	<u>\$ 9,052,045</u>

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2021

Combining Balance Sheet – Nonmajor Governmental Funds – June 30, 2021

	Special Revenue Funds									Capital Project Funds							Total Governmental Funds
	Park Fund	E911 Fund	Fry Creek Maintenance Fund	Street & Alley Fund	Economic Development Fund	Federal Police Asset Forfeiture Fund	State Police Asset Forfeiture Fund	Disaster Recovery Fund	Sales Tax Personnel Fund	Cemetery Care Fund	2016 Bond Fund	2011 Bond Fund	Stormwater Management Fund	2018 Bond Fund	2018B Bond Fund	Citizen's Planned Fund	
ASSETS																	
Cash and cash equivalents	\$ 2,240,011	\$ 526,985	\$ 1,044,251	\$ 1,800,641	\$ 894,085	\$ 27,464	\$ 19,881	\$ 1,284,999	\$ 548,915	\$ 85,099	\$ 1,306,257	\$ 260,287	\$ 858,759	\$ 67,514	\$ 1,867,900	\$ (78,966)	\$ 12,754,082
Investments	313,532	106,668	906,380	3,266,947	(93)	-	-	2,069,024	250,302	396,039	520,644	-	3,090,360	(365)	507,115	1,126,594	12,553,147
Receivable from other governments	211,789	-	-	25,453	-	4,155	-	76,600	132,369	-	-	-	319,014	-	-	397,105	1,166,485
Due from other funds	-	-	-	10,526	-	-	-	-	-	-	416,163	-	-	-	-	-	426,689
Taxes receivable, net	-	20,275	-	-	18,928	-	-	-	-	-	-	-	-	-	-	-	39,203
Utilities receivable, net	-	-	-	-	-	-	-	-	-	-	-	-	32,400	-	-	-	32,400
Other receivables	-	-	-	-	-	-	-	-	-	-	-	-	77,945	-	-	-	77,945
Total assets	<u>\$ 2,765,332</u>	<u>\$ 653,928</u>	<u>\$ 1,950,631</u>	<u>\$ 5,103,567</u>	<u>\$ 912,920</u>	<u>\$ 31,619</u>	<u>\$ 19,881</u>	<u>\$ 3,430,623</u>	<u>\$ 931,586</u>	<u>\$ 481,138</u>	<u>\$ 2,243,064</u>	<u>\$ 260,287</u>	<u>\$ 4,378,478</u>	<u>\$ 67,149</u>	<u>\$ 2,375,015</u>	<u>\$ 1,444,733</u>	<u>\$ 27,049,951</u>
LIABILITIES AND FUND BALANCES																	
Liabilities:																	
Accounts payable	\$ 12,021	\$ -	\$ -	\$ 13,005	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,221	\$ -	\$ 33,230	\$ -	\$ -	\$ -	\$ 60,277
Payroll payable	13,432	-	-	-	-	-	-	-	20,061	-	-	-	-	-	-	-	33,493
Total liabilities	<u>25,453</u>	<u>-</u>	<u>-</u>	<u>13,005</u>	<u>800</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,061</u>	<u>-</u>	<u>1,221</u>	<u>-</u>	<u>33,230</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>93,770</u>
Deferred Inflows:																	
Deferred revenue	-	-	-	-	-	4,155	-	76,600	-	-	-	-	-	-	-	-	80,755
Fund balances:																	
Restricted	1,049,983	633,804	168,058	-	-	897	18,254	2,161,926	911,525	481,138	2,117,784	-	-	36,529	2,323,006	-	9,902,904
Assigned	1,689,896	20,124	1,782,573	5,090,562	912,120	26,567	1,627	1,192,097	-	-	124,059	260,287	4,345,248	30,620	52,009	1,444,733	16,972,522
Total fund balances	<u>2,739,879</u>	<u>653,928</u>	<u>1,950,631</u>	<u>5,090,562</u>	<u>912,120</u>	<u>27,464</u>	<u>19,881</u>	<u>3,354,023</u>	<u>911,525</u>	<u>481,138</u>	<u>2,241,843</u>	<u>260,287</u>	<u>4,345,248</u>	<u>67,149</u>	<u>2,375,015</u>	<u>1,444,733</u>	<u>26,875,426</u>
Total liabilities and fund balances	<u>\$ 2,765,332</u>	<u>\$ 653,928</u>	<u>\$ 1,950,631</u>	<u>\$ 5,103,567</u>	<u>\$ 912,920</u>	<u>\$ 31,619</u>	<u>\$ 19,881</u>	<u>\$ 3,430,623</u>	<u>\$ 931,586</u>	<u>\$ 481,138</u>	<u>\$ 2,243,064</u>	<u>\$ 260,287</u>	<u>\$ 4,378,478</u>	<u>\$ 67,149</u>	<u>\$ 2,375,015</u>	<u>\$ 1,444,733</u>	<u>\$ 27,049,951</u>

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2021

Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds – For the Year Ended June 30, 2021

	Special Revenue Funds										Capital Project Funds							
	Park Fund	E911 Fund	Fry Creek Maintenance Fund	Street & Alley Fund	Economic Development Fund	Federal Police Asset Forfeiture Fund	State Police Asset Forfeiture Fund	Disaster Recovery Fund	Sales Tax Personnel Fund	Cemetery Care Fund	2016 Bond Fund	2011 Bond Fund	Stormwater Management Fund	2018 Bond Fund	2018B Bond Fund	Citizen's Planned Fund	Total-Other Governmental Funds	
REVENUES																		
Sales and use tax	\$ 1,528,263	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955,164	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,865,493	\$ 5,348,920	
Franchise and miscellaneous taxes	-	246,502	-	-	149,168	-	-	-	-	-	-	-	-	-	-	-	395,670	
Intergovernmental	-	-	-	253,012	-	2,500	25	2,168,044	-	-	-	-	293,275	-	-	-	2,716,856	
Charges for services	12,450	-	-	-	-	-	-	-	-	54,150	-	-	904,039	-	-	-	970,639	
Investment earnings	14,280	3,596	12,629	30,668	4,327	282	164	23,350	4,947	3,124	11,719	4,020	22,107	2,258	11,281	7,209	155,961	
Miscellaneous	136	-	-	-	150	-	-	82,315	-	-	-	-	200,000	-	-	-	282,601	
Total revenues	1,555,129	250,098	12,629	283,680	153,645	2,782	189	2,273,709	960,111	57,274	11,719	4,020	1,419,421	2,258	11,281	2,872,702	9,870,647	
EXPENDITURES																		
Current:																		
General government	-	-	-	-	-	-	-	115,895	-	-	-	2,500	-	-	-	-	118,395	
Police	-	-	-	-	-	7,254	5,412	-	817,410	-	-	-	-	-	-	-	830,076	
Streets	-	-	69,538	700,957	-	-	-	-	9,528	-	-	-	181,585	-	-	-	961,608	
Culture and recreation	848,711	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	848,711	
Economic development	-	-	-	-	237,114	-	-	-	-	-	-	-	-	-	-	-	237,114	
E-911	-	85,445	-	-	-	-	-	-	-	-	-	-	-	-	-	-	85,445	
Capital Outlay	-	6,435	-	33,596	-	4,887	-	83,546	-	-	224,239	515,675	1,386,467	-	55,900	-	2,310,745	
Total Expenditures	848,711	91,880	69,538	734,553	237,114	12,141	5,412	199,441	826,938	-	224,239	518,175	1,568,052	-	55,900	-	5,392,094	
Excess (deficiency) of revenues over expenditures	706,418	158,218	(56,909)	(450,873)	(83,469)	(9,359)	(5,223)	2,074,268	133,173	57,274	(212,520)	(514,155)	(148,631)	2,258	(44,619)	2,872,702	4,478,553	
OTHER FINANCING SOURCES (USES)																		
Transfers in	-	-	200,000	785,000	-	-	-	-	-	-	-	-	625,000	-	-	793,303	2,403,303	
Transfers out	(220,000)	(60,000)	-	-	-	-	-	-	-	-	-	-	(200,000)	-	-	(4,190,133)	(4,670,133)	
Total other financing sources and uses	(220,000)	(60,000)	200,000	785,000	-	-	-	-	-	-	-	-	425,000	-	-	(3,396,830)	(2,266,830)	
Net change in fund balances	486,418	98,218	143,091	334,127	(83,469)	(9,359)	(5,223)	2,074,268	133,173	57,274	(212,520)	(514,155)	276,369	2,258	(44,619)	(524,128)	2,211,723	
Fund balances - beginning	2,253,461	555,710	1,807,540	4,756,435	995,589	36,823	25,104	1,279,755	778,352	423,864	2,454,363	774,442	4,068,879	64,891	2,419,634	1,968,861	24,663,703	
Fund balances - ending	\$ 2,739,879	\$ 653,928	\$ 1,950,631	\$ 5,090,562	\$ 912,120	\$ 27,464	\$ 19,881	\$ 3,354,023	\$ 911,525	\$ 481,138	\$ 2,241,843	\$ 260,287	\$ 4,345,248	\$ 67,149	\$ 2,375,015	\$ 1,444,733	\$ 26,875,426	

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2021

Combining Schedule of Net Position – BPWA Enterprise Fund Accounts – June 30, 2021

	BPWA	Wastewater Treatment Plant Project Account	Meter Deposit Account	DAWES Account	Total
ASSETS					
Current assets:					
Cash and cash equivalents	\$ 3,743,391	\$ 13,065,785	\$ 174,364	\$ 3,170	\$ 16,986,710
Restricted:					
Cash and cash equivalents	127,509	-	48,864	-	176,373
Due from other funds	10,748	-	-	-	10,748
Accounts Receivable, net	1,458,367	-	-	-	1,458,367
Inventories	13,819	-	-	-	13,819
Total current assets	5,353,834	13,065,785	223,228	3,170	18,646,017
Non-current assets:					
Restricted:					
Investments	732,741	-	922,296	-	1,655,037
Net OPEB Asset	36,717	-	-	-	36,717
Capital Assets:					
Land and construction in progress	19,942,803	-	-	35,000	19,977,803
Other capital assets, net of accumulated depreciation	64,682,005	-	-	298,395	64,980,400
Total non-current assets	85,394,266	-	922,296	333,395	86,649,957
Total assets	90,748,100	13,065,785	1,145,524	336,565	105,295,974
DEFERRED OUTFLOWS OF RESOURCES					
Deferred amounts related to pensions	549,795	-	-	-	549,795
Deferred amounts related to OPEB	35,470	-	-	-	35,470
Total deferred outflows	585,265	-	-	-	585,265
LIABILITIES					
Current Liabilities:					
Accounts payable	211,083	1,533,789	-	-	1,744,872
Payroll payable	51,551	-	-	-	51,551
Accrued interest payable	85,364	-	-	-	85,364
Due to other funds	-	185,785	10,748	-	196,533
Deposits subject to refund	-	-	171,948	-	171,948
Compensated absences	42,210	-	-	-	42,210
Notes payable	2,129,849	-	-	-	2,129,849
Total current liabilities	2,520,057	1,719,574	182,696	-	4,422,327
Non-current liabilities:					
Compensated absences	168,841	-	-	-	168,841
Deposits subject to refund	-	-	799,140	-	799,140
Net pension liability	698,734	-	-	-	698,734
Notes payable	14,614,145	-	-	-	14,614,145
Total non-current liabilities	15,481,720	-	799,140	-	16,280,860
Total liabilities	18,001,777	1,719,574	981,836	-	20,703,187
DEFERRED INFLOWS OF RESOURCES					
Deferred amounts related to pensions	50,080	-	-	-	50,080
Deferred amounts related to OPEB	40,391	-	-	-	40,391
Total deferred inflows	90,471	-	-	-	90,471
NET POSITION					
Net investment in capital assets	67,880,814	-	-	333,395	68,214,209
Restricted for debt service	758,875	-	-	-	758,875
Unrestricted	4,601,428	11,346,211	163,688	3,170	16,114,497
Total net position	\$ 73,241,117	\$ 11,346,211	\$ 163,688	\$ 336,565	\$ 85,087,581

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2021

Combining Schedule of Revenues, Expenses, and Changes in Net Position – BPWA Enterprise Fund Accounts – Year Ended June 30, 2021

	BPWA	Wastewater Treatment Plant Project Account	Meter Deposit Account	DAWES Account	Total
REVENUES					
Charges for services:					
Water	\$ 8,324,099	\$ -	\$ -	\$ -	\$ 8,324,099
Sewer	3,351,595	-	-	-	3,351,595
Miscellaneous	151,885	-	2,208	-	154,093
Total operating revenues	<u>11,827,579</u>	<u>-</u>	<u>2,208</u>	<u>-</u>	<u>11,829,787</u>
OPERATING EXPENSES					
Administration	2,243,466	-	-	-	2,243,466
Water	4,866,685	-	-	-	4,866,685
Wastewater	510,908	58,030	-	-	568,938
Depreciation	1,816,884	-	-	-	1,816,884
Total operating expenses	<u>9,437,943</u>	<u>58,030</u>	<u>-</u>	<u>-</u>	<u>9,495,973</u>
Operating income (loss)	<u>2,389,636</u>	<u>(58,030)</u>	<u>2,208</u>	<u>-</u>	<u>2,333,814</u>
NON-OPERATING REVENUES (EXPENSES)					
Interest and investment revenue	30,713	57,721	302	22	88,758
Interest expense	(212,179)	-	-	-	(212,179)
Total non-operating revenue (expenses)	<u>(181,466)</u>	<u>57,721</u>	<u>302</u>	<u>22</u>	<u>(123,421)</u>
Income (loss) before contributions and transfers	<u>2,208,170</u>	<u>(309)</u>	<u>2,510</u>	<u>22</u>	<u>2,210,393</u>
Capital contributions	2,229,577	-	-	-	2,229,577
Interaccount transfers in	15,199,759	13,726,458	-	-	28,926,217
Interaccount transfers out	(13,726,458)	(15,191,059)	(8,700)	-	(28,926,217)
Transfers in	5,700,286	1,362,389	-	-	7,062,675
Transfers out	(11,124,753)	-	-	-	(11,124,753)
Change in net position	<u>486,581</u>	<u>(102,521)</u>	<u>(6,190)</u>	<u>22</u>	<u>377,892</u>
Total net position - beginning	<u>72,754,536</u>	<u>11,448,732</u>	<u>169,878</u>	<u>336,543</u>	<u>84,709,689</u>
Total net position - ending	<u>\$ 73,241,117</u>	<u>\$ 11,346,211</u>	<u>\$ 163,688</u>	<u>\$ 336,565</u>	<u>\$ 85,087,581</u>

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2021

Combining Schedule of Net Position – Internal Service Fund Accounts – June 30, 2021

	<u>COB Account</u>	<u>FSA Account</u>	<u>Total</u>
ASSETS			
Current assets:			
Cash and cash equivalents	<u>\$ 104,138</u>	<u>\$ 11,550</u>	<u>\$ 115,688</u>
Total assets	<u>104,138</u>	<u>11,550</u>	<u>115,688</u>
LIABILITIES			
Current Liabilities:			
Accounts payable	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>
NET POSITION			
Unrestricted	<u>104,138</u>	<u>11,550</u>	<u>115,688</u>
Total net position	<u><u>\$ 104,138</u></u>	<u><u>\$ 11,550</u></u>	<u><u>\$ 115,688</u></u>

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2021

Combining Schedule of Revenues, Expenses, and Changes in Net Position – Internal Service Fund Accounts – Year Ended June 30, 2021

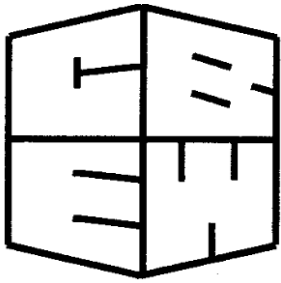
	<u>COB Account</u>	<u>FSA Account</u>	<u>Total</u>
REVENUES			
Miscellaneous	\$ -	\$ 45,936	\$ 45,936
Total operating revenues	-	45,936	45,936
OPERATING EXPENSES			
Insurance claims	-	47,138	47,138
Total operating expenses	-	47,138	47,138
Operating income (loss)	-	(1,202)	(1,202)
NON-OPERATING REVENUES (EXPENSES)			
Interest and investment revenue	22	-	22
Total non-operating revenue (expenses)	22	-	22
Income (loss) before transfers	22	(1,202)	(1,180)
Transfers in	-	-	-
Change in net position	22	(1,202)	(1,180)
Total net position - beginning	104,116	12,752	116,868
Total net position - ending	\$ 104,138	\$ 11,550	\$ 115,688

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2021

SINGLE AUDIT AND INTERNAL CONTROL COMPLIANCE INFORMATION

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2021

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Charles E. Crooks, Jr., CPA – Trisha J. Rieman, CPA – Gabrielle Conchola, CPA

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

March 25, 2022

Honorable Board of City Commissioners
City of Bixby
Bixby, Oklahoma

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bixby, Oklahoma, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City of Bixby, Oklahoma's basic financial statements, and have issued our report thereon dated March 25, 2022

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Compliance and Other Matters

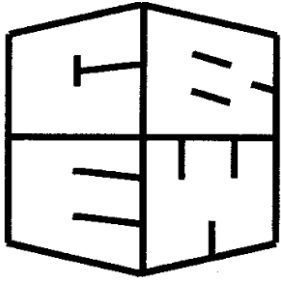
As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

CBEW Professional Group, LLP

CBEW Professional Group, LLP
Certified Public Accountants



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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

March 25, 2022

Honorable Board of City Commissioners
City of Bixby
Bixby, Oklahoma

Report on Compliance for Each Major Federal Program

We have audited the City of Bixby, Oklahoma (City)'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2021. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance

Opinion on Each Major Federal Program

In our opinion, City of Bixby, Oklahoma, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

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City of Bixby

Report on Internal Control Over Compliance

Management of City of Bixby, Oklahoma (the City), is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

CBEW Professional Group, LLP

CBEW Professional Group, LLP
Certified Public Accountants

CITY OF BIXBY, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2021

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Fiscal Year Ended June 30, 2021

Federal Grantor/ Federal Grantor/Pass Through Grantor/Program Title	Federal CFDA Number	Grant Number	Program or Award Amount	Revenue Collected	Federal Expenditures
<u>U.S. Department of Transportation:</u>					
<u>Passed through the Oklahoma Highway Safety Office:</u>					
State and Community Highway Safety	20.600	AI-21-03-01-20	54,149	7,413	7,413
State and Community Highway Safety	20.600	AI-20-03-01-19	71,100	1,068	1,068
Sub-total U.S. Department of Transportation			125,249	8,481	8,481
<u>U.S. Department of Justice:</u>					
<u>Passed through the Oklahoma Department of Justice:</u>					
Bulletproof Vest Partnership Program	16.607	2019 BUBX	2,720	2,720	2,720
Bulletproof Vest Partnership Program	16.607	2020 BUBX	8,442	742	742
Bulletproof Vest Partnership Program	16.607	2018BUBX16082323	5,048	693	693
Sub-total U.S. Department of Justice			16,210	4,155	4,155
<u>Passed through the Oklahoma District Attorney's Council:</u>					
JAG-LE Equipment	16.738	JAG-LLE-2020-Bixby CI-00039	4,911	4,911	4,911
<u>U.S. Department of Homeland Security:</u>					
<u>Passed through the Oklahoma Department of Homeland Security:</u>					
Disaster Assist - FEMA-4438-DR-OK	97.036	4438-DR-OK	251,378	251,378	251,378
Sub-total U.S. Department of Homeland Security			251,378	251,378	251,378
<u>Environmental Protection Agency:</u>					
<u>Passed through the Oklahoma Water Resources Board:</u>					
Capitalization Grants for Clean Drinking Water Revolving -					
ORF-14-0003-CW	66.458	ORF-14-0003-CW	1,673,188	1,673,188	1,673,188
<u>U.S. Department of Treasury:</u>					
<u>Passed through the Oklahoma Office of Management and Enterprise Services:</u>					
Coronavirus Relief Fund	21.019	FA-000135	2,153,930	2,146,810	2,146,810
<u>Passed through Tulsa County:</u>					
Clean Water State Revolving Fund	21.019	N/A	27,694	14,115	14,115
Total Expenditures of Federal Awards			\$ 4,252,560	\$ 4,103,038	\$ 4,103,038

Note A - Basis of Presentation - The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the City under programs of the federal government for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only selected portion of the operations of the City, it is not intended and does not present the financial position, changes in net assets, or cash flows of the City.

Note B - Summary of Significant Accounting Policies - Expenditures reported on the Schedule are reported using accounting principles generally accepted in the United States of America. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The City has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

**CITY OF BIXBY
Bixby, Oklahoma**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Fiscal Year Ended June 30, 2021**

SUMMARY OF AUDITOR'S RESULTS

Financial Statements:

Type of Auditor's Report issued: Unmodified opinion on the basic financial statements.

Internal Control Over Financial Reporting:

Material Weakness(es) identified? ☐ Yes ☒ No

Significant Deficiencies identified not considered to be material weaknesses? None reported

Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards:

Type of Auditor's Report issued on compliance for major programs: Unmodified for all federal programs.

Internal Control Over Major Programs:

Material Weakness(es) identified? ☐ Yes ☒ No

Significant Deficiencies identified not considered to be material weaknesses? None reported

Audit findings disclosed that are required to be reported in accordance with the Uniform Guidance, Section .516(a)? ☐ Yes ☒ No

Dollar threshold used to distinguish Type A and Type B programs \$750,000

Auditee Qualified as low-risk auditee? ☐ Yes ☒ No

Identification of Major Programs:

CFDA#

21.019 Coronavirus Relief Fund – FA-000135

21.019 Clean Water State Revolving Fund

66.458 Clean Water State Revolving Fund – ORF-14-0003-CW

FINDINGS - FINANCIAL STATEMENT AUDIT

1. None.

FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT

1. None

**CITY OF BIXBY
Bixby, Oklahoma**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended June 30, 2021**

There were no prior year audit findings.

REGULAR AGENDA ITEM COMMENTARY

ITEM TITLE: Request authorization to purchase three (3) new F-550 Type-1 ambulances manufactured by Horton Emergency Vehicles totaling \$997,947.00

INITIATOR: Joey Wiedel, Fire Chief

STAFF INFORMATION SOURCE: Joey Wiedel, Fire Chief / Joe Sherrell, EMS Chief

BACKGROUND: In anticipation of the Bixby Fire Department (BFD) assuming EMS transport responsibility, the purchase of three (3) new ambulances is essential. The purchase of cardiac monitor/defibrillators and patient transport equipment is also necessary. Due to nationwide supply shortages, the anticipated build time of the new ambulances is anticipated to be at least 450 days. To meet the January 2024 deadline, the units must be ordered sooner than originally anticipated.

The fire department's ambulance committee toured five manufacturing facilities and inspected seven separate brands. Additionally, the committee consulted with multiple agencies across the region regarding their experience with the various ambulance brands. The team identified Horton Emergency Vehicles as the vendor that best meets the needs of Bixby Community while exceeding established safety standards to ensure the wellbeing of the BFD members. Contract pricing is provided by Sourcewell Cooperative Purchasing.

The regional dealer for Horton Emergency Vehicle is Southern Emergency & Rescue Vehicles Sales, LLS (SERVS). SERVS is located in Comanche, TX, near the Dallas/Fort Worth Metro area. In addition to training a local technician, mobile maintenance units will be dispatched from Comanche if needed.

Key features offered by Horton include:

- Fully customizable
- Robust vehicle crash testing
- Reinforced, all-aluminum structure
- Horton Occupant Protection System (4-point restraints and airbags)
- Industry leading HVAC system in the patient compartment
- Lifetime warranty for the patient compartment
- Intelliplex i4G electrical system

Estimated Total Cost: \$997,947.00

EXHIBITS:

- Official price quote
- Graphics Mockup
- Intelliplex i4G information sheet
- Horton Occupant Protection System brochure

KEY ISSUE:

The authorization to purchase three (3) 2023 Ford F550 Horton Emergency Vehicles Type-I Ambulances.

FUNDING SOURCE:

2022-2023 Capital Improvement Funds.

COUNCIL ACTION:

Approve or disapprove the purchase three (3) 2023 Ford F550 Horton Emergency Vehicles Type-I Ambulances.

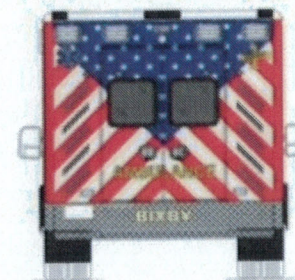
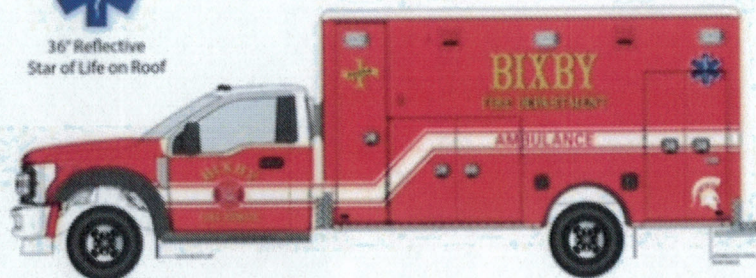
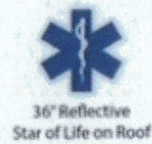
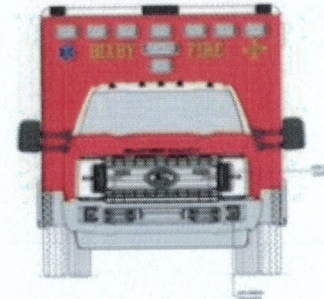
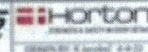
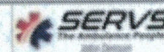
Total estimated cost: \$997,947.00

RECOMMENDATION: purchase three (3) 2023 Ford F550 Horton Emergency Vehicles Type-I Ambulances.

Meeting Date: 04-11-2022
Location: City

Bixby Fire Department

Mock up 6



Request changes by emailing dave.t@servsllc.com or kim.jacobs@kmpgraphics.com. Or, if artwork is correct, sign below.

Mock up Approval Signature _____

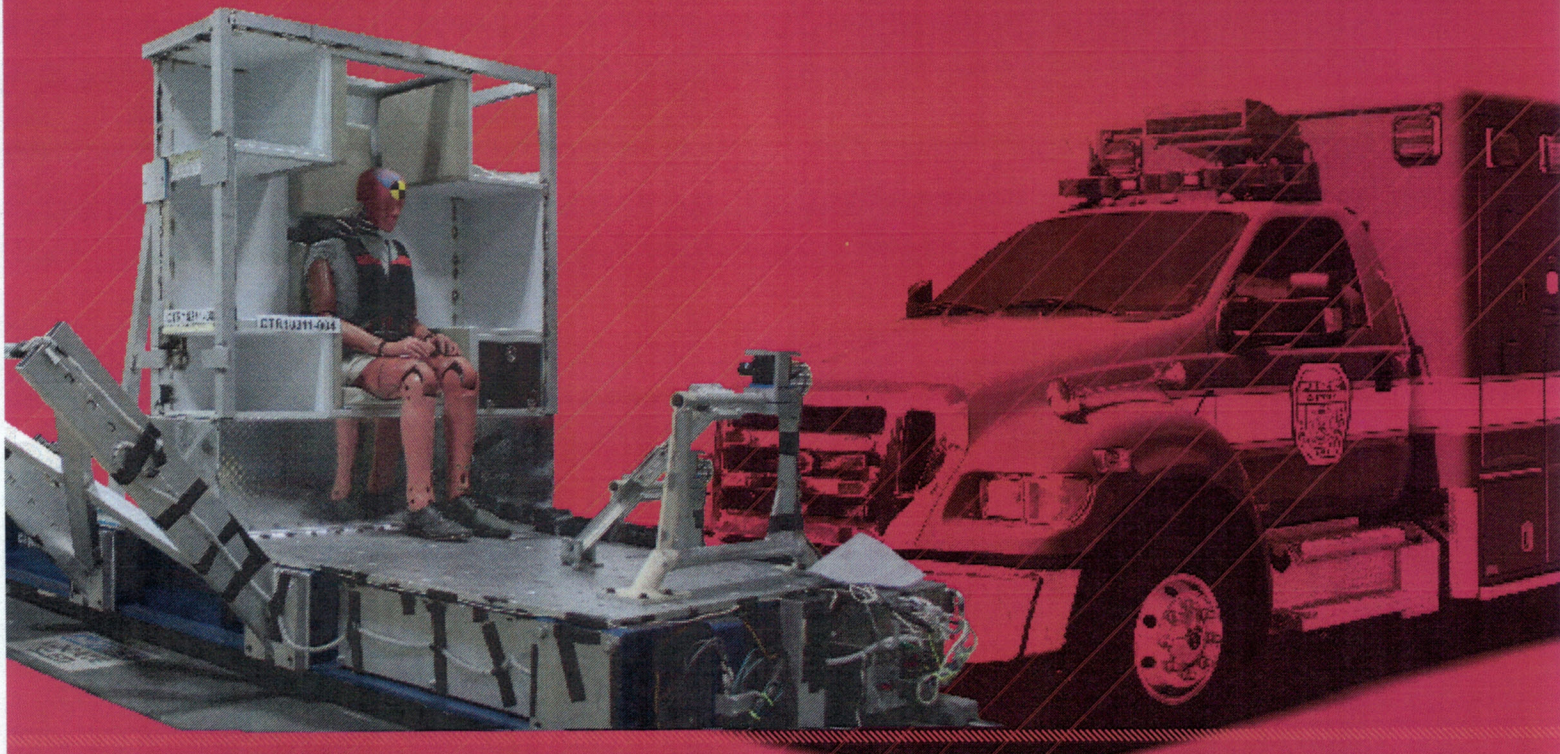
Date _____

By signing you are confirming that the artwork above is accurate in quantity and layout, including spelling of any lettering or numbers, shadowing on letters, direction of snakes in the SOLs, etc. Please sign, date, scan and email to dave.t@servsllc.com and/or customer.service@kmpgroup.com



HOPS

Horton Occupant Protection System



for Rollover Collisions

About HOPS

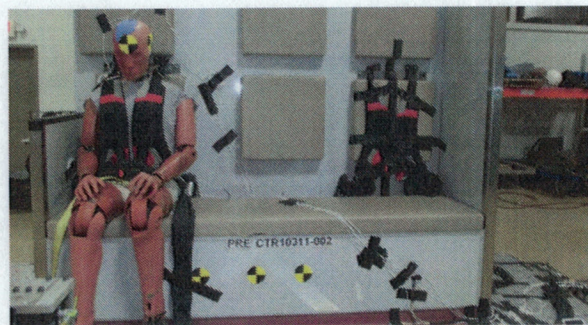
Emergency medical vehicles responding to calls present a unique paradox.

Medical personnel rush to help someone in need, but at the same time put their own lives at risk. Danger lurks at every intersection. Ambulance accidents and deaths occur at a higher rate than in other professions. According to the National Highway Traffic Safety Administration, rollover accidents are the most violent of all types of motor vehicle crashes typically causing over 10,000 fatalities and 24,000 injuries per year. Head trauma is the most frequent type of non-fatal injury. That figure represents about 32

percent of all occupant injuries. According to the NHTSA Crash Analysis Center, as a class, rollover injuries constitute one third of all vehicle accident injury costs.

Long known for its leadership in safety and testing in the ambulance industry, Horton Emergency Vehicles has invested years of research to develop an advanced occupant protection system for these severe rollover crashes. Horton's Occupant Protection System (HOPS)

combines advanced research on airbag protection, head strike dissipation and occupant restraint devices into its ambulance interior. As always, Horton has performed extensive, fully documented research to verify the results. And even more important, the HOPS system is standard on every ambulance that Horton builds.



The Horton Occupant Protection System (HOPS) is fully tested and combines advanced restraints, multi-density head protection, tubular airbags and head curtain airbags to protect attendants in side impact rollover crashes.



Like any collision protection system, HOPS is effective only when occupants are wearing seat belts. CPR, head and aft bench seat belts have detachable four point belts to enhance mobility.



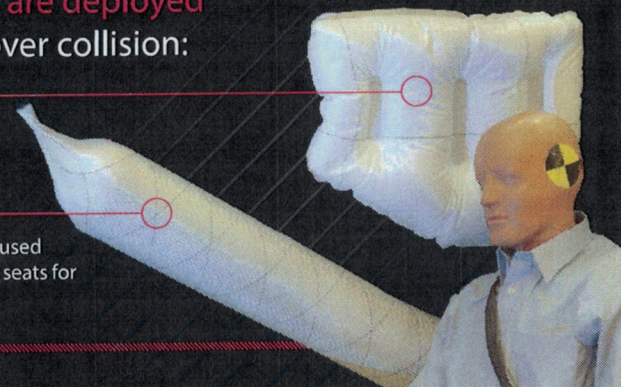
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The Horton body was subjected to 14 rollover impacts while establishing a baseline, and then testing HOPS. The body retained its structural integrity through it all.

Two types of airbags are deployed in a side impact rollover collision:

The Inflatable Head Curtain protects the attendant from the inhalation area cabinet

The Tubular Structure airbag is used with the attendant and the CPR seats for additional head protection.



Why HOPS

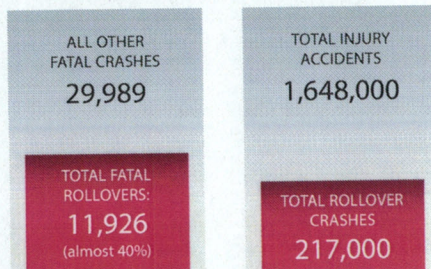
The ambulance industry has long recognized the exposure to danger faced by vehicle occupants.

NHTSA, NIOSH, GSA and other agencies are actively involved in investigating occupant safety in ambulances, as are various special interest groups. Building a comprehensive safety system for the ambulance is challenging. The difficulty lies in the very nature of the ambulance patient compartment. It is a large unrestricted space around which attendants must move to perform their emergency functions. It is filled with hard cabinets and other obstacles and seating positions vary widely.

The potential of rollover crashes and severe head injuries demands a comprehensive safety solution. As an industry leader, Horton Emergency Vehicles has long committed its resources to the development of substantive solutions backed by thorough and exhaustive third party testing programs.



More than 30 years of impact testing did more than create a baseline for HOPS development. Horton testing validated the structural integrity of the body, as well as the patient area. This validation is unmatched by any other ambulance manufacturer.



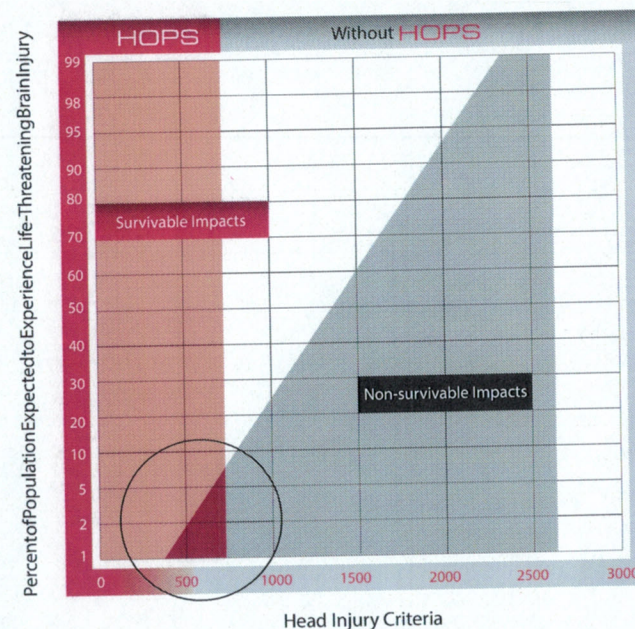
source: NHTSA, Traffic Safety Facts 2014

While total rollover crashes make up a low percentage of injury accidents, the severity of injury is much higher. Fatal rollovers account for about 40 percent of all fatal crashes.



Violent head strikes against hard surface cabinets represent one of the most significant dangers within the ambulance interior.

Horton's baseline testing, as shown in red in the chart below, indicates these forces can be non-survivable in 100 percent of the impacts. These same tests run with HOPS installed show the increased occupant protection reduces the fatality risk from head strikes by 95 percent. The black circle on the chart illustrates this reduction of risk for all but the most vulnerable 5 percent of the population who may be infirm, suffer from prior injury, or who may be extremely feeble due to advanced age.



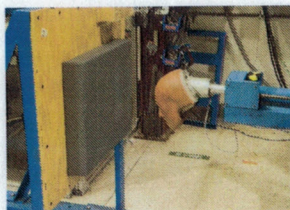
H. Mertz, "Injury Assessment Values Used to Evaluate Hybrid III Response Measurement," Hybrid III: The First Human-Like Crash Dummy, SAE PT-44, 1984

What's behind HOPS

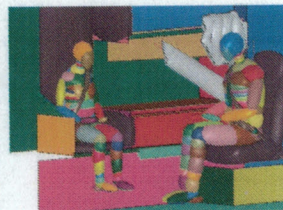


We have employed extensive dynamic impact rollover testing, Hyge Sled testing, direct impact crash testing, L-DYNA-MADYMO computer simulation models, and cannon impact tests for head strike and restraint verification with state of the art Hybrid III fully instrumented test mannequins.

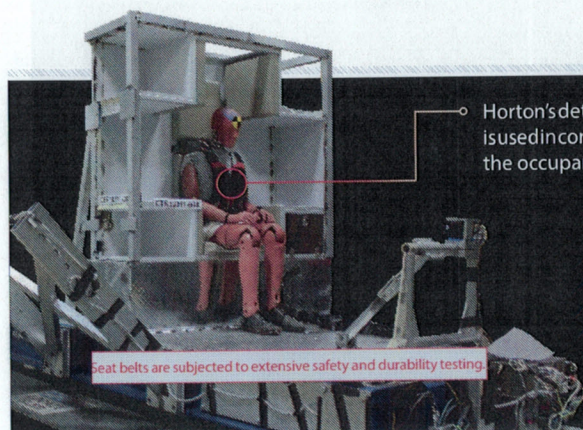
Tests were conducted to verify body to chassis mounting integrity, cabinet retention, seating stability, contact surfaces, and compliance to ECE and SAE cabin integrity requirements. Using solid engineering and verification testing, a comprehensive safety system for ambulance rollover accidents is formed.



A head-strike cannon is used to test the HOPS cushion system



In a side impact rollover collision, both computer modeling and high speed film show how occupants rise out of their seats changing head strike areas.



Horton's detachable four-point seat belt harness system is used in conjunction with barrier seat bolsters to confine the occupant in fairly open spaces.

Seat belts are subjected to extensive safety and durability testing.



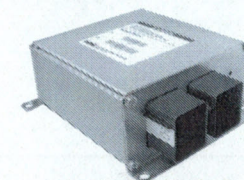
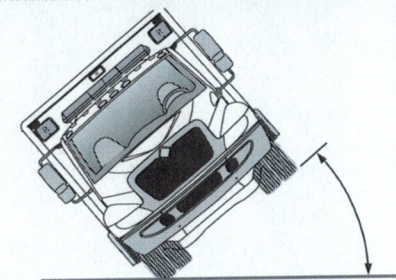
The 4-point seatbelt and vest are designed to allow an EMT to move forward and access a patient without removing his or her seatbelt.

What you'll find in a HOPS equipped ambulance

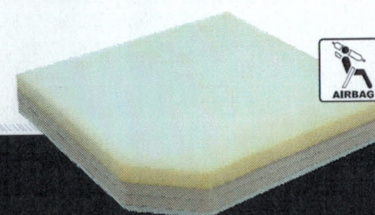
If you respond to an accident involving a Horton ambulance, look for HOPS warning labels. HOPS will not deploy during a frontal or side-impact crash. A roll sensor (pictured below) calculates both the angle of the vehicle and the speed at which it's rolling to determine when to fire the airbag restraints.

If occupants require emergency extrication after a frontal or side-impact crash, special caution must be taken by rescue personnel, as HOPS may still be active and ready to deploy.

The airbags are filled with a pressurized stored gas cylinder with a small quantity of a solid pyrotechnic fuel. When fired, the gas is warmed slightly and expands to fill the head curtain or tube airbag.



European and SAE standards dictate a series of tests to address survivable space around its occupants. Reasoning that if a cab occupant is entitled to certain crash protection, then certainly someone in an ambulance patient compartment should enjoy the same protection, Horton applied these same tests.



WARNING

TO AVOID SERIOUS INJURY:

- Do not sit or lean unnecessarily close to the airbag.
- Do not place objects over the airbag or between the airbag and yourself.
- For maximum safety protection, you must always wear your seat belt.



WARNING

PRESSURIZED GAS AND/OR PYROTECHNICS contained behind this panel or in cylinder. Release of gas can cause serious injury.

- NEVER service, cut, grind, or weld.
- NEVER weld, apply heat, grind, puncture or drill.
- Contact manufacturer for disposal instructions.

DO NOT TAMPER

In addition to the inflatable cushion system, the HOPS system includes Horton's new progressive resistance headrests at all squad bench and CPR seating positions. While traditional foam padding feels quite soft, tests show that severe headstrikes are transmitted completely through the foam padding, literally "bottoming out" on the mounting surface and offering very little protection.

The progressive resistance product dissipates the energy throughout a laminated protective surface to eliminate the bottoming effect and offer additional protection much like that provided by high impact sports and racing helmets. Numerous combinations and materials were evaluated using high tech cannon fires at the test laboratory.



Far exceeding any structural requirements of the KKK specifications, this testing marked the first time in history such survivability testing was done on an ambulance body and clearly demonstrated the structural integrity of the Horton body. The tests were run with all cabinetry in place to demonstrate they would not detach and injure the occupants.

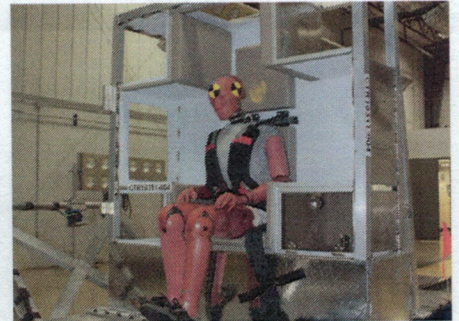
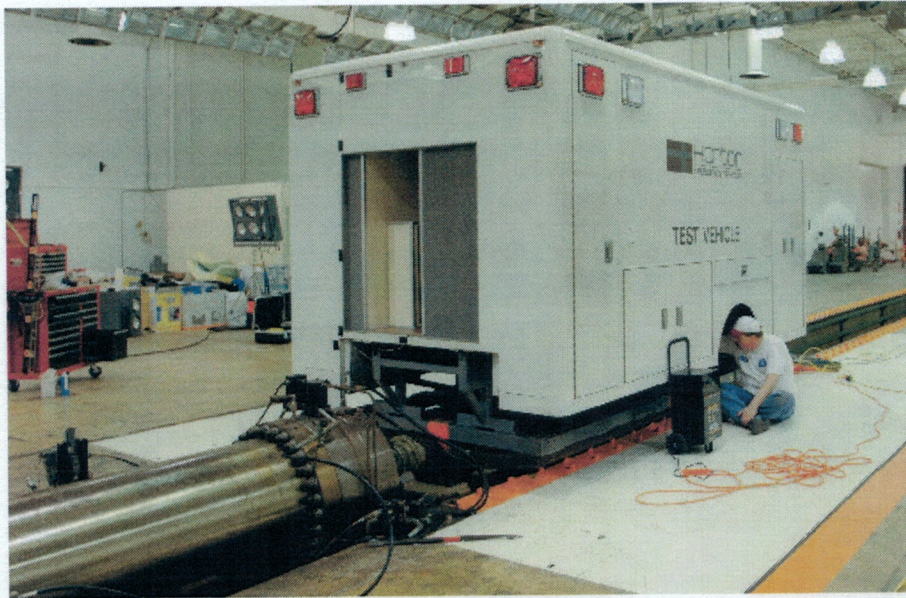
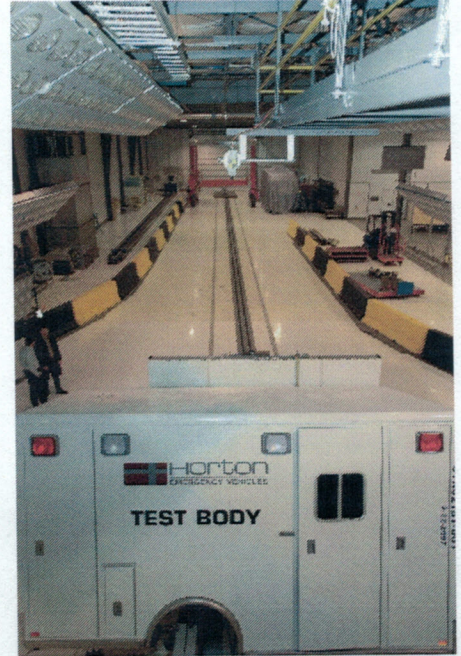
WE DIDN'T GET HERE OVERNIGHT

How does an ambulance company create one of the world's safest ambulances?

It didn't happen overnight. It started more than 30 years ago with a desire to build an ambulance body that would not only stand up to day-to-day driving rigors, but would protect its occupants.

The only solution is to test. Decades of testing has brought Horton to this point: two types of advanced airbag protection, custom restraint systems and sophisticated head protection. Modeled on computers and then tested with real impacts, HOPS is truly Safety With Substance.

Real world solutions backed by extensive research engineering and testing – it's what you have come to expect from us. See your Horton dealer today and let them show you how you can use HOPS, the most advanced ambulance occupant protection system ever designed for rollover crashes, to protect your staff.



HOPS testing was conducted at the Center for Advanced Product Evaluation (CAPE), a modern crash-test facility on the campus of IMMI. Above: a technician preps the sensors, high speed cameras and data collectors before a side impact test. Right: rollover impacts are created with this massive frame, the only one of its kind in the world.



INTELLIPLEX *i4G*

hortonambulance.com

info@hortonambulance.com

800.282.5113

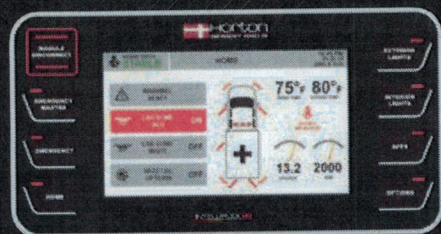
Patent is pending on Intelliplex i4G system, console, mobile app, and cloud-based Command Center.

 **Horton**
EMERGENCY VEHICLES

INTELLIPLEX i4G™

A new era “**smart controls**” has arrived.

Horton's fourth generation electrical system redefines the industry with enhanced displays, endless programming capabilities, and optimized performance.



Viv-Tech, dual-purpose display

Viv-Tech, i4G's newest display, presents module commands on easy-to-navigate seven inch LCD digital screens. And thanks to the versatility of screen technology, command settings are virtually endless. Designed with anti-glare/anti-reflective properties, Viv-Tech personalizes display controls with day/night screens and adjustable dimmer settings. This provides users with the ability to view Viv-Tech clearly in any light situation.

Giving you control that you can depend upon, i4G features eight “mission-critical” buttons. These tactile buttons provide control over the most basic functions, allowing the ambulance to operate in the unlikely event of a screen failure. Each tactile button is accented with LED lighting, allowing quick visual recognition, even at night.

Limitless performance

IntelliPLEX i4G puts no limit on ambulance command customization, offering a super or mini module based on system need. Customers with specific or complex electrical control requirements rely on the capabilities of i4G to fully multiplex thousands of operations from one central location. No longer will multiple screens, displays or switches need integration into an electrical system – i4G can do it all. Even with increased capabilities, the

i4G executes commands without lag time and starts up in under a second.

IntelliPLEX i4G leverages a masterless electrical system, meaning no operation is relying upon another to direct its function. Each smart module carries its own programming and separate processor, reducing the possibility of system failure or complication. No i4G component will ever go dormant as a result of a change or update in another system.

Visual command center

Never before has an electrical console transmitted information so quickly and effectively. Beyond basic displays such as patient status and seatbelt warnings, i4G offers various visual controls and prompts including:

FRONT CONSOLE

- One-touch emergency master control
- Light on/off (both interior and exterior) command and status
- Door open/close status
- Inside/outside temperature
- Time and date stamp
- RPM and voltage
- Reverse and module camera feeds
- GPS (optional)
- Maintenance tracking

BACK CONSOLE

- Light on/off (both interior and exterior) command and status
- Door open/close status
- O2 tank/line pressure control and status
- Medical air tank/line pressure control and status
- Stopwatch and interval timer
- Climate control
- Ventilation

IntelliPLEX i4G supports an LED push-start button to wake your module when the chassis is turned off. Press the button once for 5 minutes of time, twice for 10 minutes, three times for 15 minutes, and four times to turn the module off. The new “wake start” option allows you to easily take care of module tasks without having to turn on your ambulance chassis.

Power in the palm of your hand - Horton Connect

Any IntelliPLEX i4G ambulance has the optional capability to wirelessly connect to your mobile device. Our custom-designed Horton Connect mobile app allows designated users to connect and direct ambulance functions from any Apple, Android or Windows device. With a simple tap on your screen, you can lock/unlock the doors, control internal temperature, or even remote start your ambulance. Never before has a technician had more control over the ambulance.

The Horton Connect mobile app also allows users to connect their ambulance to a cloud-based Command Center. Preventative maintenance reminders are displayed on both the mobile app and console screens, and sent in email form to authorized users. All information on ambulance diagnostics is stored on the cloud for easy access and future reference.



Simplified, streamlined programming



With IntelliPLEX i4G, programming is simple. When your system needs updates, Horton can send it to you as an email attachment. Just transfer to a jump drive and plug in to your i4G console. Simplified programming allows you to quickly and effectively perform updates, reducing ambulance downtime.

Maintenance made easy

IntelliPLEX i4G revolutionizes system/ambulance integration with a self-directing preventative maintenance program. Fully-customizable, the i4G PM program monitors system benchmarks and sends visual maintenance reminders. To ensure uninterrupted operations, warning messages will not appear during emergency calls. By proactively monitoring and communicating maintenance, i4G helps extend the life of your emergency asset. IntelliPLEX i4G can monitor up to 20 preventative maintenance items by hours, days, months or miles.

IntelliPLEX i4G™ offers you improved operations, utilizing an electrical control system that is faster, stronger, and smarter than ever before.

Our Horton Connect mobile app and Command Center provide added benefits for external control, preventative maintenance and system diagnostics – all lengthening the life of your vehicle.

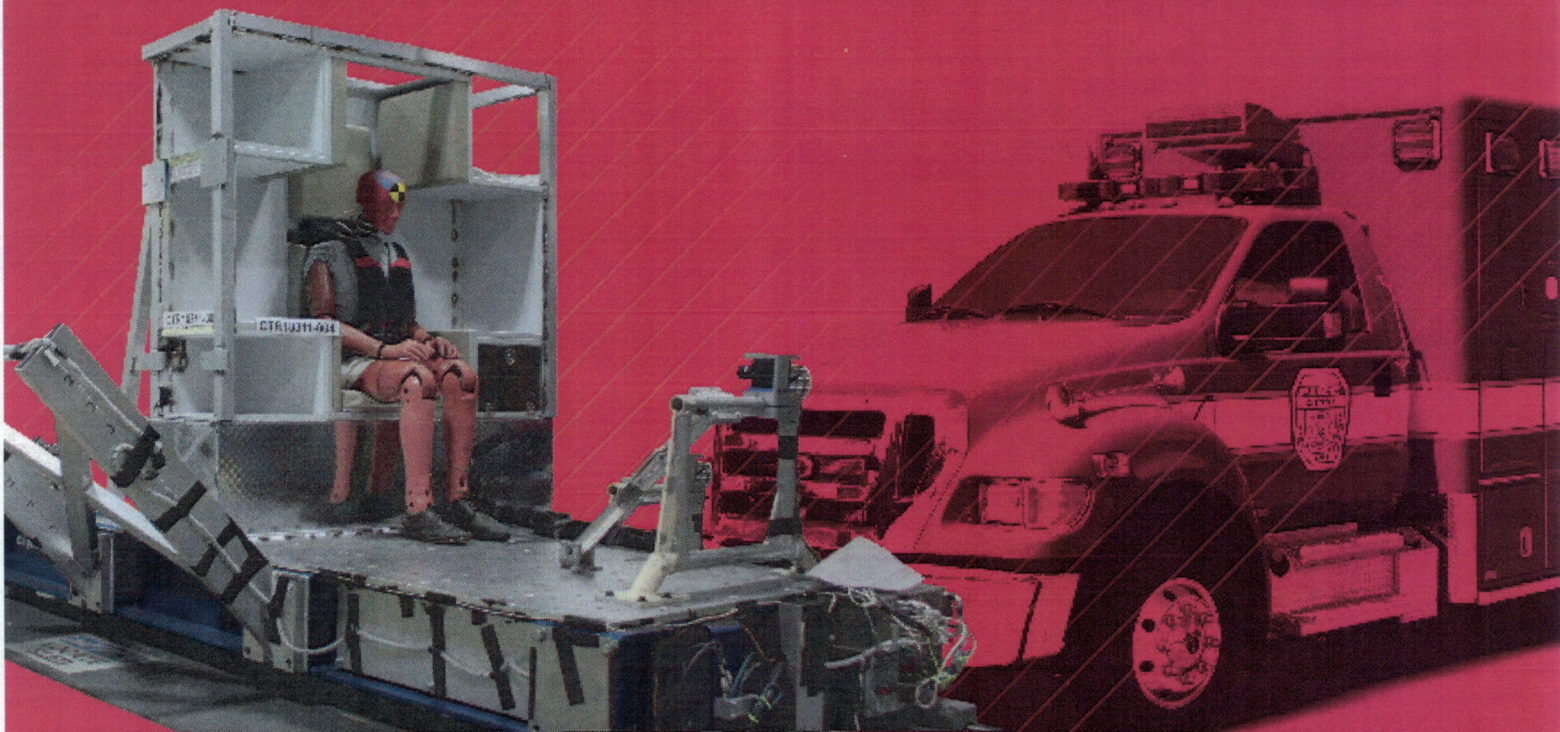
Simply put, IntelliPLEX i4G was designed and programmed to make your job easier, create a safer environment, and extend the life of your ambulance.



IntelliPLEX i4G comes with a 10-year warranty on the electrical control system. All control panels come with a 7-year warranty.

HOPS

Horton Occupant Protection System



for Rollover Collisions

About HOPS

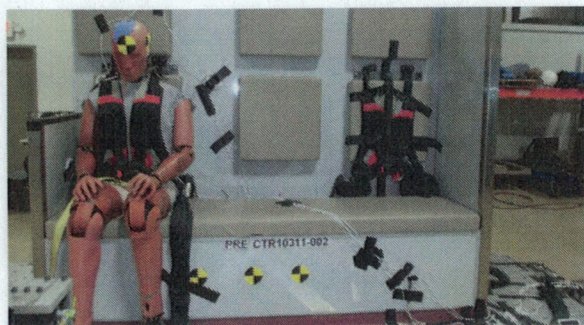
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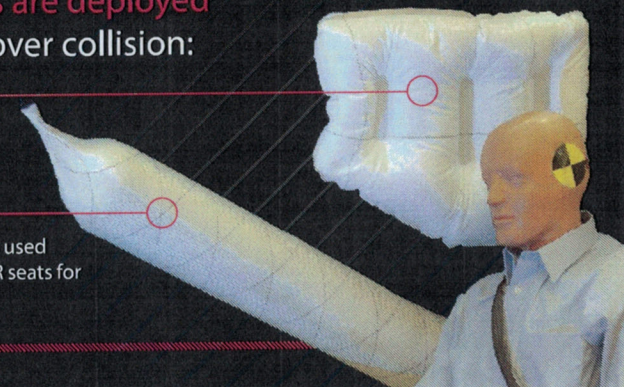


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- The Tubular Structure airbag is used with the attendant and the CPR seats for additional head protection.



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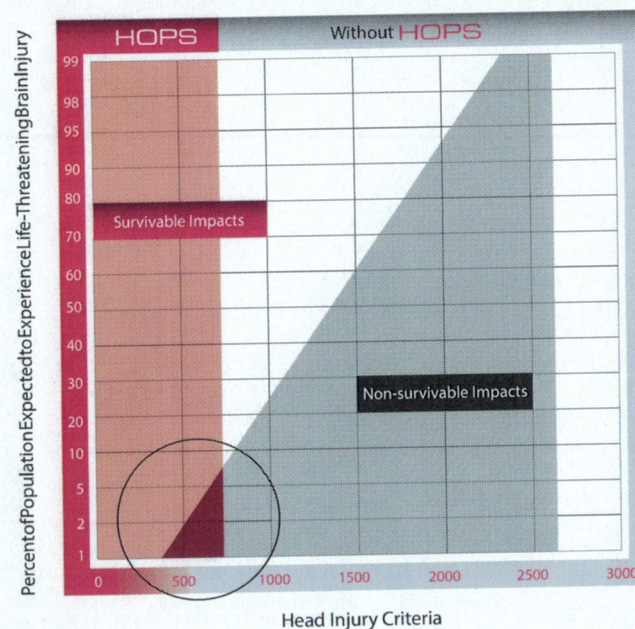
source: NHTSA, Traffic Safety Facts 2014

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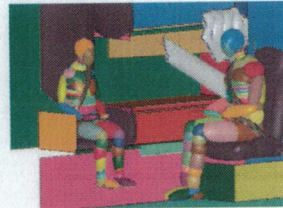
What's behind HOPS

We have employed extensive dynamic impact rollover testing, Hyge Sled testing, direct impact crash testing, L-DYNA-MADYMO computer simulation models, and cannon impact tests for head strike and restraint verification with state of the art Hybrid III fully instrumented test mannequins.

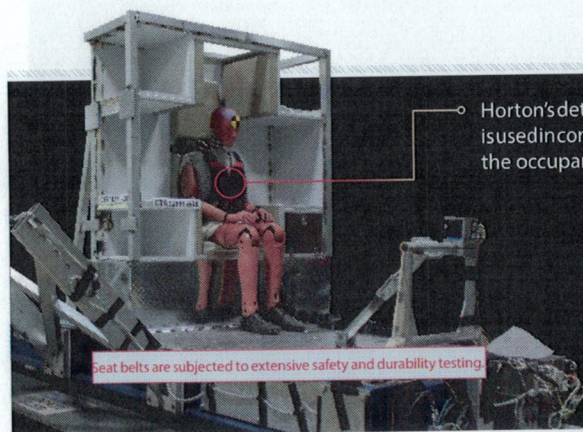
Tests were conducted to verify body to chassis mounting integrity, cabinet retention, seating stability, contact surfaces, and compliance to ECE and SAE cabin integrity requirements. Using solid engineering and verification testing, a comprehensive safety system for ambulance rollover accidents is formed.



A head-strike cannon is used to test the HOPS cushion system



In a side impact rollover collision, both computer modeling and high speed film show how occupants rise out of their seats changing head strike areas.



Horton's detachable four-point seat belt harness system is used in conjunction with barrier seat bolsters to confine the occupant in fairly open spaces.

Seat belts are subjected to extensive safety and durability testing.



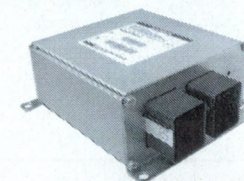
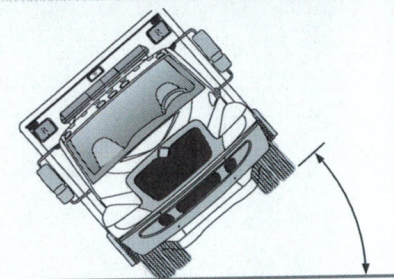
The 4-point seatbelt and vest are designed to allow an EMT to move forward and access a patient without removing his or her seatbelt.

What you'll find in a HOPS equipped ambulance

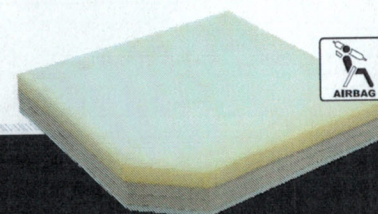
If you respond to an accident involving a Horton ambulance, look for HOPS warning labels. HOPS will not deploy during a frontal or side-impact crash. A roll sensor (pictured below) calculates both the angle of the vehicle and the speed at which it's rolling to determine when to fire the airbag restraints.

If occupants require emergency extrication after a frontal or side-impact crash, special caution must be taken by rescue personnel, as HOPS may still be active and ready to deploy.

The airbags are filled with a pressurized stored gas cylinder with a small quantity of a solid pyrotechnic fuel. When fired, the gas is warmed slightly and expands to fill the head curtain or tube airbag.



European and SAE standards dictate a series of tests to address survivable space around its occupants. Reasoning that if a cab occupant is entitled to certain crash protection, then certainly someone in an ambulance patient compartment should enjoy the same protection, Horton applied these same tests.



WARNING

TO AVOID SERIOUS INJURY

- Do not sit or lean unnecessarily close to the airbag.
- Do not place objects over the airbag or between the airbag and yourself.
- For maximum safety protection, you must always wear your seat belt.



WARNING

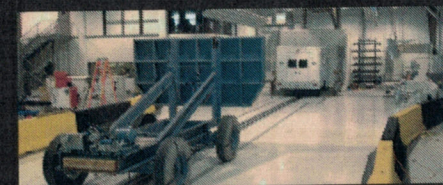
PRESSURIZED GAS AND/OR PYROTECHNICS contained behind this panel or in cylinder. Release of gas can cause serious injury.

- NEVER service, salvage or reuse.
- NEVER weld, apply heat, grind, puncture or drill.
- Contact manufacturer for disposal instructions.

DO NOT TAMPER

In addition to the inflatable cushion system, the HOPS system includes Horton's new progressive resistance headrests at all squad bench and CPR seating positions. While traditional foam padding feels quite soft, tests show that severe headstrikes are transmitted completely through the foam padding, literally "bottoming out" on the mounting surface and offering very little protection.

The progressive resistance product dissipates the energy throughout a laminated protective surface to eliminate the bottoming effect and offer additional protection much like that provided by high impact sports and racing helmets. Numerous combinations and materials were evaluated using high tech cannon fires at the test laboratory.



Far exceeding any structural requirements of the KKK specifications, this testing marked the first time in history such survivability testing was done on an ambulance body and clearly demonstrated the structural integrity of the Horton body. The tests were run with all cabinetry in place to demonstrate they would not detach and injure the occupants.

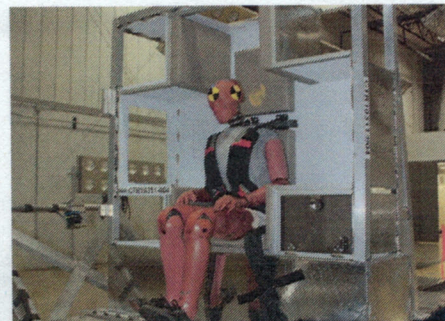
WE DIDN'T GET HERE OVERNIGHT

How does an ambulance company create one of the world's safest ambulances?

It didn't happen overnight. It started more than 30 years ago with a desire to build an ambulance body that would not only stand up to day-to-day driving rigors, but would protect its occupants.

The only solution is to test. Decades of testing has brought Horton to this point: two types of advanced airbag protection, custom restraint systems and sophisticated head protection. Modeled on computers and then tested with real impacts, HOPS is truly Safety With Substance.

Real world solutions backed by extensive research engineering and testing – it's what you have come to expect from us. See your Horton dealer today and let them show you how you can use HOPS, the most advanced ambulance occupant protection system ever designed for rollover crashes, to protect your staff.



HOPS testing was conducted at the Center for Advanced Product Evaluation (CAPE), a modern crash-test facility on the campus of IMMI. Above: a technician preps the sensors, high speed cameras and data collectors before a side impact test. Right: rollover impacts are created with this massive frame, the only one of its kind in the world.

John Denson Cell: 972.841.2339



Customer: **Bixby Fire**
Contact: **Chief Joe Sherrell**
Address: **116 West Needles Ave**
City/State/ZIP: **Bixby, OK 74008**
Phone/ Email: **918-269-0428** jsherrell@bixbyok.gov

Date: 4/5/2022
Sales Rep: John Denson
REV 4
Ref. #

N/U	STOCK #	MFR	CONV YEAR	MAKE	MODEL	TYPE	VIN	QTY	PRICE	EXTENSION
New	TBD	Horton 623	2023	Ford	F550 Gas	I	TBD	3	\$341,149.00	\$1,023,447.00

ADDITIONAL INFORMATION		EXTRAS/OPTIONS	PRICE	QTY	EXTENSION
Damage:	Horton 623 193"		Incl		
Warranty:	Build Per Customer Spec				
Licensing:					
Tax Status:	Exempt or Customer Responsible				
GPC/FIN:					
County:					
	TOTAL EXTRAS:		\$0.00		
Other: Changes to order after Signed Sales Agreement and after Production starts subject to up to 3X penalty.			TOTAL INCLUDING ALL EXTRAS:		
			\$341,149.00	3	\$1,023,447.00

Other: Changes to order after Signed Sales Agreement and after Production starts subject to up to 3X penalty.

TRADE-IN		TAXES & FEES	
Year:		Sales Tax: Cust. Resonible or 501-3c	or or If Exempt
Make & Model:		State Fees:	Same as above
VIN:		Title/License Fee:	Same as Above
		Delivery:	Customer to Handle
TRADE ALLOWANCE:	N/A	TOTAL TAXES & FEES:	\$0.00

TOTAL INCL EXTRAS:

\$1,023,447.00

Pre pay Disc

(\$25,500.00)

TOTAL DELIVERY,TAXES & FEES:

GRAND TOTAL:

\$997,947.00

DEPOSIT REQUIRED:

\$0.00

AMOUNT DUE

\$997,947.00

NOTICE TO BUYER

This contract is subject to additional provisions set forth, which is incorporated here by inference, and which terms include a complete disclaimer of all warranties other than stated by Manufacturer. The purchaser agrees that this order includes all the terms and conditions of this order and that this order cancels and supersedes and prior agreement as of the date hereof comprises the complete exclusive statement of the terms of the agreement; relating to the subject matters covered hereby, and that this order shall NOT BECOME BINDING until accepted by the Dealer principal or his/her authorized representative. Purchaser by his/her execution of this order acknowledges that he/she has read the terms and conditions and has received a copy of the Buyer's Order. Payment is due for all ambulances at final inspection (at factory) or prior to release for delivery from factory.

IF THE PURCHASED VEHICLE(S) SOLD TO PURCHASER BY DEALER UNDER THE ORDER IS SOLD AS A USED OR PRE-OWNED VEHICLE, THE VEHICLE IS SOLD "AS IS" AND "WITH ALL FAULTS". DEALER MAKES NO GUARANTEE OR WARRANTY OF ANY NATURE WHATSOEVER IN CONNECTION WITH THE PURCHASED VEHICLE(S), EXPRESSED OR IMPLIED, (INCLUDING NO WARRANTY THAT THE ODOMETER READING ON THE PURCHASED VEHICLE(S) REPRESENTS THE ACTUAL MILEAGE TRAVELED) OR ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF ANY NATURE WHATSOEVER. PURCHASER AGREES TO USE THE PURCHASED VEHICLE(S) AND/OR CHASSIS AT PURCHASER'S OWN RISK AND HEREBY RELEASES SELLER, ITS AGENTS, EMPLOYEES, SUCCESSORS AND ASSIGNS, FROM ANY AND ALL CLAIMS FOR ANY DAMAGES OR INJURIES OR/AND NATURE WHATSOEVER TO THE FULL EXTENT PERMITTED BY LAW.

TITLE INFORMATION

Name & address on title should read:
Physical address of vehicle (for 130-U):
Lien holder name & address (if any):
Date of Sale required by Lien holder:

TBD

TBD

TBD

AUTHORIZED SIGNATURES

Company: _____

Purchase By: _____
Name (Printed) (Title)

Dealer: **Southern Emergency Rescue & Vehicle Sales (SERVS)**

Sales Rep Signature

Dealer Principal Signature

Date _____

THANK YOU FOR YOUR BUSINESS!

WE APPRECIATE THE OPPORTUNITY TO BE OF SERVICE TO YOU !

The *SERVS* Team

REGULAR AGENDA ITEM COMMENTARY

ITEM TITLE: Request authorization to purchase five (5) Physio-Control LIFEPAK 15 units and applicable service agreements totaling \$109,950.00.

INITIATOR: Joey Wiedel, Fire Chief

STAFF INFORMATION SOURCE: Joey Wiedel, Fire Chief / Joe Sherrell, EMS Chief

BACKGROUND:

In anticipation of the Bixby Fire Department (BFD) assuming EMS transport responsibility, the purchase of cardiac monitor/defibrillators is essential. Each ambulance requires a cardiac monitor/defibrillator, including the two (2) preowned ambulances purchased in March 2022. The purchase of five (5) Physio-Control LIFEPAK 15 units will meet this need.

Current BFD apparatus are equipped with these particular cardiac monitor/defibrillators. The Office of the Medical Director specifies the use of Stryker LifePak. Five (5) factory refurbished LIFEPAK 15 units have been identified, resulting in a significant savings of \$140,841.50 versus purchasing brand new. Only two quotes are provided due to the limited distributors of the device.

Due to nationwide supply chain issues there is a potential for significant delivery days in the future, therefore it is recommended that these LifePak 15 units be purchased as soon as possible.

EXHIBITS:

- Quote from Heartland AED, LLC
- Quote from Stryker Medical

KEY ISSUE: The authorization to purchase five (5) Physio-Control LIFEPAK 15 monitor/defibrillators and applicable service agreements.

FUNDING SOURCE: 2022-2023 Capital Improvement Funds.

COUNCIL ACTION: Approve or disapprove the purchase five (5) Physio-Control LIFEPAK 15 monitor/defibrillators and applicable service agreements.

Total estimated cost: \$109,950.00

RECOMMENDATION: Approve the purchase five (5) Physio-Control LIFEPAK 15 monitor/defibrillators and applicable service agreements.

Meeting Date: 04-11-2022
Location: City



Sherrell 5 LP15s 032422

Quote Number: 10510200

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Version: 1

Prepared For: BIXBY FIRE DEPT

Rep: Todd Shire

Attn:

Email: todd.shire@stryker.com

Phone Number: (405) 919-5493

Quote Date: 03/24/2022

Expiration Date: 06/22/2022

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	BIXBY FIRE DEPT	Name:	BIXBY FIRE DEPT	Name:	BIXBY FIRE DEPT
Account #:	1510640	Account #:	1510640	Account #:	1510640
Address:	116 W NEEDLES AVE RM 1	Address:	116 W NEEDLES AVE RM 1	Address:	116 W NEEDLES AVE RM 1
	BIXBY		BIXBY		BIXBY
	Oklahoma 74008-4410		Oklahoma 74008-4410		Oklahoma 74008-4410

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99577-001588	LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, SpMet, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD(26500-003612) per order	5	\$33,429.75	\$167,148.75
2.0	41577-000288	Ship Kit -QUICK-COMBO Therapy Cable; 2 rolls100mm Paper; RC-4, Patient Cable, 4ft.; NIBP Hose, Coiled; NIBP Cuff, Reusable, adult; 12-Lead ECG Cable, 4-Wire Limb Leads, 5ft; 12-Lead ECG Cable, 6-Wire Precordial attachment	5	\$0.00	\$0.00
3.0	11577-000011	Mobile Battery Charger - For the LP15	5	\$1,721.25	\$8,606.25
4.0	21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	20	\$398.65	\$7,973.00
5.0	11171-000049	Masimo™Rainbow™ DCI Adult Reusable SpO2, SpCO, SpMet Sensor, 3 FT. For use with RC Patient Cable.	5	\$544.00	\$2,720.00
6.0	11171-000050	Masimo™Rainbow™ DCIP Pediatric Reusable SpO2, SpCO, SpMet Sensor, 3 FT. For use with RC Patient Cable.	5	\$599.25	\$2,996.25
7.0	11171-000082	Masimo™,RC Patient Cable - EMS, 4 FT.	5	\$233.16	\$1,165.80
8.0	21300-008159	LIFEPAK 15 NIBP Straight Hose, 6'	5	\$67.86	\$339.30
9.0	11160-000013	NIBP Cuff-Reusable, Child	5	\$20.40	\$102.00
10.0	11160-000017	NIBP Cuff -Reusable, Large Adult	5	\$28.05	\$140.25
11.0	11160-000019	NIBP Cuff-Reusable, Adult X Large	5	\$40.80	\$204.00
12.0	11577-000002	LIFEPAK 15 Basic carry case w/right & left pouches; shoulder strap (11577-000001) included at no additional charge when case ordered with a LIFEPAK 15 device	5	\$272.00	\$1,360.00



Sherrell 5 LP15s 032422

Quote Number: 10510200

Version: 1

Prepared For: BIXBY FIRE DEPT

Attn:

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Todd Shire

Email: todd.shire@stryker.com

Phone Number: (405) 919-5493

Quote Date: 03/24/2022

Expiration Date: 06/22/2022

#	Product	Description	Qty	Sell Price	Total
13.0	11220-000028	LIFEPAK 15 Carry case top pouch	5	\$48.45	\$242.25
14.0	11260-000039	LIFEPAK 15 Carry case back pouch	5	\$69.70	\$348.50
15.0	11996-000476	4G Modem: AT&T Cellular (for use on customer data plan; purchased separately)	5	\$1,121.43	\$5,607.15
Equipment Total:					\$198,953.50

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
16.0	78000171	LIFENET Asset, per device	5	\$545.00	\$2,725.00
17.1	78000639	ProCare LIFEPAK 15 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, SpMet, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD(26500-003612) per order	5	\$9,822.60	\$49,113.00
ProCare Total:					\$51,838.00

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$0.00
Grand Total:	\$250,791.50

Prices: In effect for 90 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.



Estimate

Date	Estimate #
3/21/2022	E270

Name / Address
Bixby Fire Department 116 W Needles Ave Bixby, OK 74008

Terms	Rep
Net 30	Jenny

Item	Description	Qty	Rate	Total
LP1512PMBCAB...	LP15-12ld,Pacing,Masimo 02,Nibp,EtCo2,BT,CO,V2	5	18,995.00	94,975.00
LP15ALS	Lifepak15 Biomedical Service Plan (5 Year) *Parts and Labor for all Functional Repairs to OEM Specs *Labor Hours for all Cosmetic Repairs *Annual PMs/Inspections and Calibrations *Loaner Device in Same Configuration as Original *Free Shipping Both Ways *Discount on Accessories/Consumables	5	2,995.00	14,975.00
Total				\$109,950.00

Includes:

- LP15 Carry Case w/ Pouches
- 2 Encore LP15 Lithium Batteries
- quick combo therapy cable
- trunk cable w/AHA limb leads
- 12 Lead ECG Precordial Leads
- Masimo Adult SPO2 Sensor
- SPO2 extension cable
- NIBP Hose 9'coiled
- Adult, Child, xLarge NIBP Cuff's
- 500/12/15 Battery Load test
- Adult/Pedi airway adaptor
- REDI PAK adult pad
- 100m printer paper

REGULAR AGENDA ITEM COMMENTARY

ITEM TITLE: Request authorization to purchase of five (5) patient stretchers, loaders, and stair chairs totaling and applicable service agreements totaling \$359,729.60.

INITIATOR: Joey Wiedel, Fire Chief

STAFF INFORMATION SOURCE: Joey Wiedel, Fire Chief / Joe Sherrell, EMS Chief

BACKGROUND: In anticipation of the Bixby Fire Department (BFD) assuming EMS transport responsibility, the purchase patient transport equipment is essential. Due to nationwide supply chain issues and increasing prices it is recommended that the items be ordered as soon as possible.

Each ambulance must be outfitted with a stretcher, loader, and stair chair, including the two (2) preowned ambulances purchased in March 2022. The purchase of five (5) Stryker Power Pro 2 Stretchers, Stryker MTS Power Loads, and Stryker Stair-Pro Model 6252 will meet this need.

Contract pricing is provided by Savvik Buying Group RFP# 2019-05

EXHIBITS:

- Stryker Quote
- Stryker Product Brochures

KEY ISSUE:

The authorization to purchase:

- 5 - Stryker Power Pro 2 Stretchers and applicable service agreements
- 5 - Stryker MTS Power Loads and applicable service agreements
- 5 - Stryker Stair-Pro Model 6252 and applicable service agreements

FUNDING SOURCE:

2022-2023 Capital Improvement Funds.

COUNCIL ACTION: Approve or disapprove the purchase of the following:

- 5 - Stryker Power Pro 2 Stretchers and applicable service agreements
- 5 - Stryker MTS Power Loads and applicable service agreements
- 5 - Stryker Stair-Pro Model 6252 and applicable service agreements

Total estimated cost: \$359,729.60

RECOMMENDATION:

Approve the purchase of the following:

- 5- Stryker Power Pro 2 Stretchers
- 5- Stryker MTS Power Loads
- 5- Stryker Stair-Pro Model 6252.

Meeting Date: 04-11-2022

Location: City



Sherrell PL PP2 Stair 022322

Quote Number: 10483229

Version: 1

Prepared For: BIXBY FIRE DEPT
Attn: Joe Sherrell
jsherrell@bixbyok.gov

Remit to: **Stryker Medical**
P.O. Box 93308
Chicago, IL 60673-3308
Rep: Todd Shire
Email: todd.shire@stryker.com
Phone Number: (405) 919-5493

Quote Date: 02/23/2022

Expiration Date: 05/24/2022

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
7.1	77500010	ProCare Power-PRO 2 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with SEM and battery coverage for 6507 POWER PRO 2, HIGH CONFIG	5	\$5,781.00	\$28,905.00
7.2	76011PT	ProCare Power-LOAD Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for MTS POWER LOAD	5	\$9,111.84	\$45,559.20
ProCare Total:					\$74,464.20

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$0.00
Grand Total:	\$359,729.60

Prices: In effect for 90 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

stryker

Power-PRO™ 2

powered ambulance cot



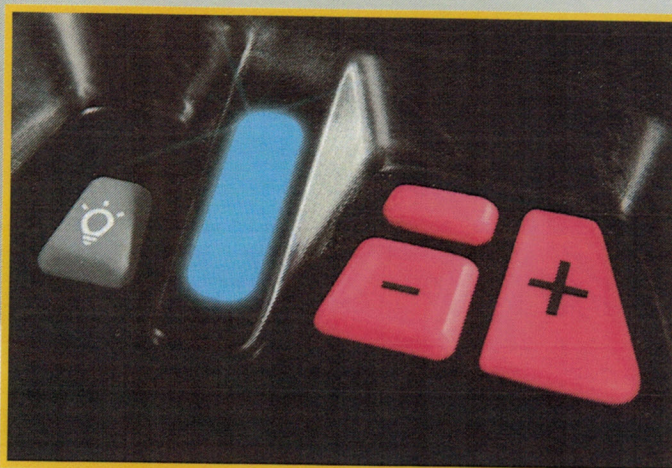
Response inspired

You live it. We built it.

Nobody knows what works in the field better than you. That's why we reimagined our proven design to redefine your partner on scene—focusing on what matters most to help you get the job done.

Respond confidently

- Reach optimal transport height with a single button and increase maneuverability using an extended transport handle
- Navigate through tighter quarters with a new retractable foot section (extends and retracts an extra three inches each)
- Help decrease body fatigue with enhanced ergonomics during manual loading and unloading





Respond safely

- Perform a true, unassisted lift and reach optimal loading height using smarter hydraulic assembly with load-sensing capabilities
- See and be seen in low light environments with powerful lights and reflectors
- Reduce the chance of cot damage and medic or patient injury with new bumper detection technology



Respond ready

- Remotely track your fleet with Smart Equipment Management™ (SEM™) and pinpoint your cot with its last-known location*
- Improve battery life and management with a new lithium-ion battery and charge indicator
- Limit cot downtime, reduce unexpected costs and ready your ambulances



*Receive location updates when connected to an active Wi-Fi® network and inductive charger from Power-LOAD or Performance-LOAD. Hot spot required for off-network use (not provided by Stryker). Frequency of updates depends on your connection.

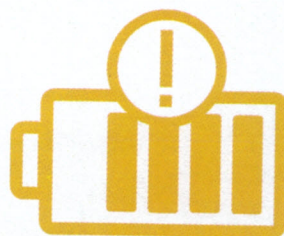
The industry's first connected ambulance cot

Smart Equipment Management

Automatically track cot health and remotely manage your fleet through one convenient, interactive dashboard.

Maximize your investment

- Extend the life of your equipment by evaluating cot usage and rotating your fleet
- Identify training opportunities using detailed analytics to help improve patient and medic safety
- Take the guesswork out of battery replacement by monitoring use over time



88% total state
of battery health

Minimize downtime

- Keep your fleet ready to respond by identifying which cots need attention
- Save time and budget by troubleshooting the issue before on-site repair
- Quickly get your equipment back in the field with direct access to ProCare Services

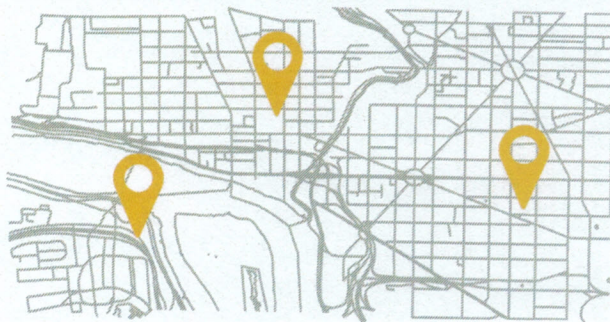


Troubleshoot
the issue

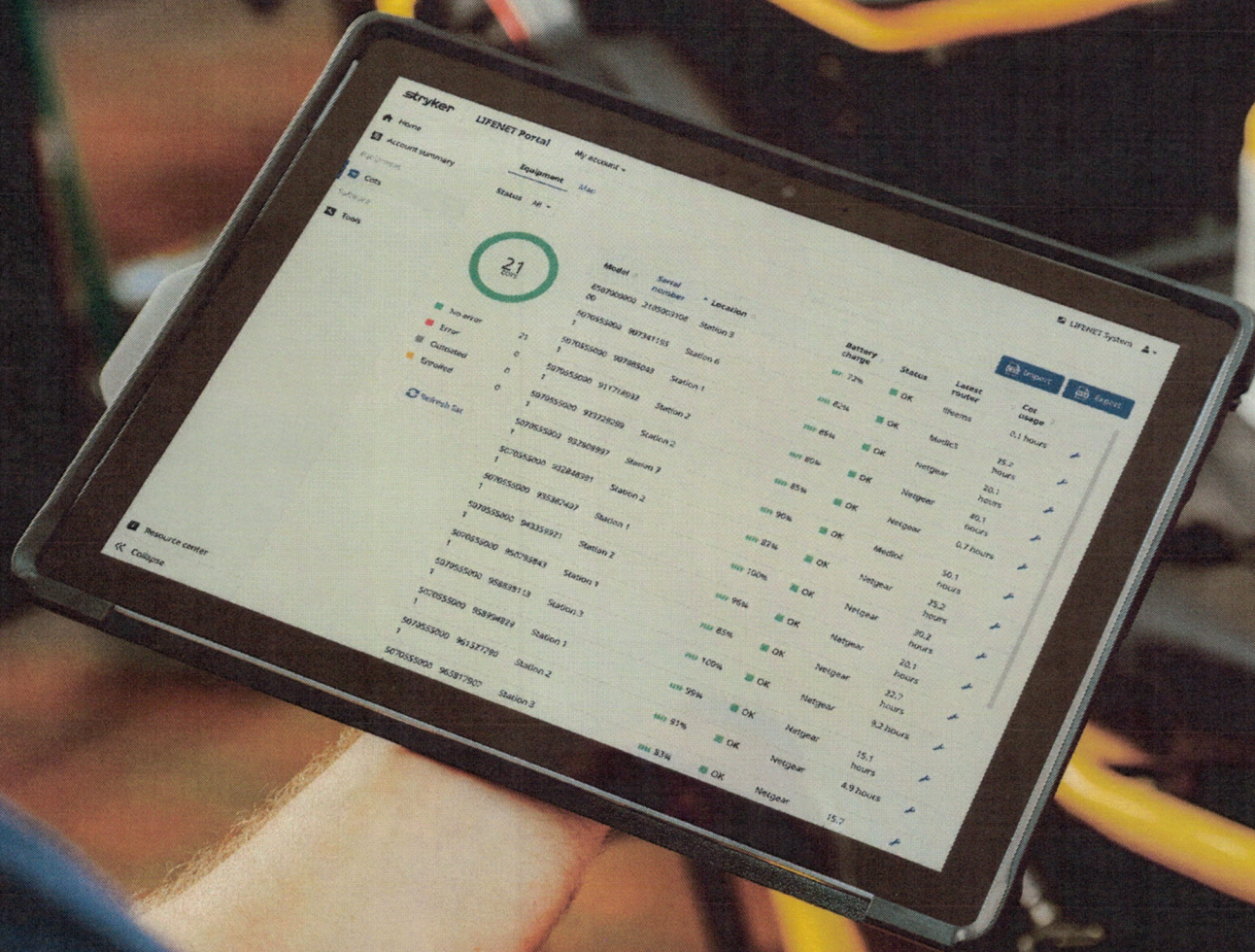
Maintain your service

- Start your shift right with battery status updates and other critical cot insights
- Pinpoint your fleet in near real-time with last-known location*
- Streamline reporting and planning requirements with instant access to vital equipment metrics

Last-known location



*Receive location updates when connected to an active Wi-Fi network and inductive charger from Power-LOAD or Performance-LOAD. Hot spot required for off-network use (not provided by Stryker). Frequency of updates depends on your connection.





Power-PRO 2: specifications

Model number	6507	
Height* (infinite height positioning between lowest and highest position)*		
Highest position	41 inches	104 cm
Lowest position	14.4 inches	36.6 cm
Length		
Retracted**	60 inches	152.4 cm
Mid	81 inches	205.7 cm
Extended	84 inches	213.4 cm
Overall width	22.6 inches	57.4 cm
Weight***	130 pounds	59 kg
Wheels		
Diameter	6 inches	15 cm
Width	2 inches	5 cm
Articulation		
Backrest	0-75°	
Shock position	+15°	
Knee-Gatch	30°	
Maximum weight capacity	700 pounds	318 kg
Unassisted lift weight capacity	700 pounds	318 kg
Minimum operator required		
Occupied cot	2	
Unoccupied cot	1	
Recommended fastener		
Power-LOAD	Model 6390	
Performance-LOAD	Model 6392	
Floor mount	Model 6370 or 6377	
Wall mount	Model 6371	
Recommended loading height†	Up to 36 inches	Up to 91 cm
Transport height (excluding mattress)	25 inches	63.5 cm
Battery (650700080301)	25.6 VDC LiFePO4	
Charger (650700450301)	100-240 VAC, 50/60 Hz, 1A, 12-34 VDC, 5A	
Standards‡	ANSI/AAMI ES 60601-1, 60601-1-12, 60601-1-2, BS EN 1865-2, BS EN 1865-3, AS/NZS-4535, SAE J3027, BS EN-1789, BS EN 597-1, 16 CFR 1632	

Smart Equipment Management (SEM): specifications

Data usage	64KB per device message. Device messages are sent every minute while connected to internet and powered on, or receiving inductive charge.
Encryption	AES and TKIP (TKIP is not supported with WPA2)
Number of Wi-Fi configurations	10 SSID profiles
Authentication	WPA Personal/Enterprise and WPA2 Personal/Enterprise
RF bands	2.4 GHz, 5 GHz
Protocol/port number	HyperText Transfer Protocol with Privacy (HTTPS)
Connection	TLS 1.0, 1.1, 1.2; 128 bit or higher encryption
RSA	2048 bit exchange

* Height is measured from bottom of mattress, at seat section, to ground level.

** Retracting both the foot and head end of the cot.

*** Cot is weighed with one battery pack, without mattress and restraints.

† Can accommodate load decks up to 36 inches.

‡ For standards that require specific options, please review the operators manual for more information.

A legacy of trust

Working in partnership with our customers, Stryker develops technologies and devices to give first responders and hospitals more control during a critical event. Our uncompromising commitment to quality means product performance you can count on. Because in critical situations, you deserve the very best lifesaving tools.



Contact your local sales representative or visit stryker.com

1. Statistics provided by EMSStat Crew Chief
2. Subject to the terms and conditions of EMS Proven to Save

Emergency Care

This document is intended solely for the use of healthcare professionals. A healthcare professional must always rely on his or her own professional clinical judgment when deciding whether to use a particular product when treating a particular patient. Stryker does not dispense medical advice and recommends that healthcare professionals be trained in the use of any particular product before using it.

The information presented is intended to demonstrate Stryker's product offerings. A healthcare professional must always refer to operating instructions for complete directions for use indications, contraindications, warnings, cautions, and potential adverse events, before using any of Stryker's products. Products may not be available in all markets because product availability is subject to the regulatory and/or medical practices in individual markets. Please contact your representative if you have questions about the availability of Stryker's products in your area. Specifications subject to change without notice.

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The absence of a product, feature, or service name, or logo from this list does not constitute a waiver of Stryker's trademark or other intellectual property rights concerning that name or logo.

M0000003643 REV AB
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Manufactured by:

3800 E. Centre Avenue
Portage, MI 49002 USA
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Toll-free +1 800 327 0770
stryker.com

Distributed in Canada by:

Stryker Canada
2 Medicorum Place
Waterdown, Ontario
L8B 1W2
Canada
Toll free 800 668 8323



Sherrell PL PP2 Stair 022322

Quote Number: 10483229

Remit to:

Stryker Medical

Version: 1

P.O. Box 93308

Prepared For: BIXBY FIRE DEPT

Chicago, IL 60673-3308

Attn: Joe Sherrell

Rep:

Todd Shire

jsherrell@bixbyok.gov

Email:

todd.shire@stryker.com

Phone Number:

(405) 919-5493

Quote Date: 02/23/2022

Expiration Date: 05/24/2022

Delivery Address

End User - Shipping - Billing

Bill To Account

Name: BIXBY FIRE DEPT

Name: BIXBY FIRE DEPT

Name: BIXBY FIRE DEPT

Account #: 1510640

Account #: 1510640

Account #: 1510640

Address: 116 W NEEDLES AVE RM 1

Address: 116 W NEEDLES AVE RM 1

Address: 116 W NEEDLES AVE RM 1

BIXBY

BIXBY

BIXBY

Oklahoma 74008-4410

Oklahoma 74008-4410

Oklahoma 74008-4410

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	650705550001	6507 POWER PRO 2, HIGH CONFIG	5	\$27,115.00	\$135,575.00
2.0	650707000002	KIT, ALVARUM BATTERY, SERVICE	5	\$765.00	\$3,825.00
3.0	650700450301	ASSEMBLY, BATTERY CHARGER	5	\$1,094.80	\$5,474.00
4.0	650700450102	ASSEMBLY, POWER CORD, NORTH AM	5	\$10.20	\$51.00
5.0	639005550001	MTS POWER LOAD	5	\$24,532.85	\$122,664.25
6.0	6252000000	Stair-PRO Model 6252	5	\$3,535.23	\$17,676.15
6.1	7777881660	1 year parts, labor & travel			
6.2	6252009001	Stair-Pro Operations Manual			
6.3	6250001162	In-Service Video (DVD)			
6.4	6252026000	Common Components			
6.5	6250021000	2 Piece ABS Panel Seat			
6.6	6250160000	Polypropelene Restraint Set(Plastic Buckles)			
6.7	6252022000	Main Frame Assy Option			
6.8	6250024000	Standard Length Lower LiftHandles			
6.9	6252027000	Footrest Option			
6.10	6252040000	Removable Head Support			
6.11	6252024000	No IV Clip Option			
Equipment Total:					\$285,265.40

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.



Power-LOAD®
powered fastener system

stryker

Power-LOAD[®] cot compatibility

The Power-LOAD compatibility option is available for the Power-PRO XT, Power-PRO IT and Performance-PRO XT. Power-LOAD and Power-PRO XT with X-Restraints meet dynamic crash test standards for occupant safety* and will automatically charge the Power-PRO XT SMRT battery.



Power-PRO XT



Performance-PRO XT



Power-PRO IT

100%

reduction in cot related injuries saved one service \$545,500 in 4.5 years.⁴

99%

of those surveyed agree our Powered System has made their job easier.⁵

\$69,594

cost of a typical strain injury (\$33,140 direct and \$36,454 indirect costs)⁶

* Meets dynamic crash standards for Power-PRO XT (AS/NZS-4535, BS EN-1789 and SAE J3027 with X-restraints) and Performance-PRO XT (BS EN-1789).



Reduce the risk

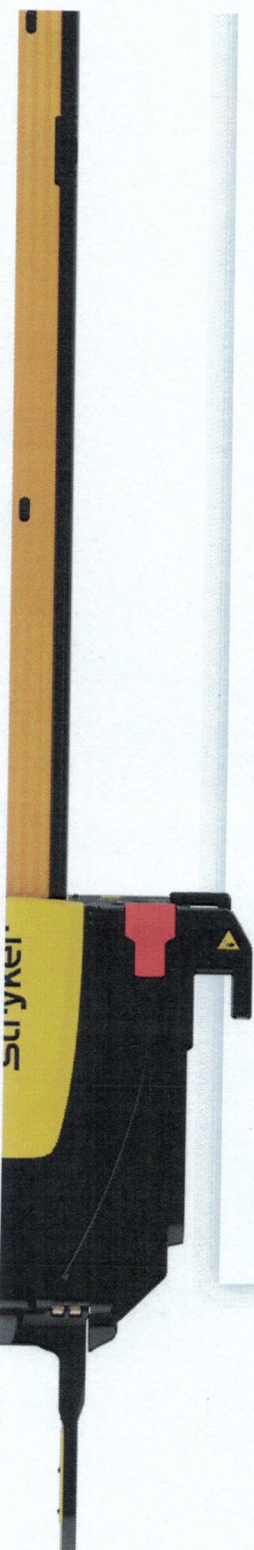
of injuries when
loading and
unloading cots

Being an EMS worker is a demanding job, both physically and emotionally. The repetition of loading and unloading cots in and out of an ambulance day after day can take its toll on the body.

1 in 4

EMS workers suffer from a career-ending back injury within the first four years of employment.¹



A vertical yellow and black component of a Stryker cot is visible on the left side of the page. It has a red safety hook and a yellow label with the Stryker logo.

Proven to save guarantee^{2,3}

100% reduction in
missed safety hooks

At Stryker we stand behind our products. For qualifying purchasers², upon standardization, Stryker offers a program that guarantees at least a **50% reduction** in cot-related injuries pertaining to raising, lowering, loading and unloading cots and **100% reduction** in missed safety hooks while unloading cots with the Power-PRO and Power-LOAD in full power operation. If not, Stryker will refund the price paid for the Power-PRO cots and Power-LOAD cot fastening systems.³

50% reduction
in cot related injuries

Safe

- Dynamically crash tested with the Power-PRO XT cot to meet AS/NZS-4535, BS EN-1789 and SAE J3027, improving caregiver safety in the back of the ambulance.
- Helps minimize patient drops by supporting the cot until its wheels are on the ground.

Durable

- Ergonomically designed to help reduce caregiver injuries, Power-LOAD lifts patients weighing up to 700 pounds.
- Power-LOAD and Power-PRO have been rigorously tested as a system to be reliable throughout the life of the products.

Easy to Use

- Inductively charges your Power-PRO cot SMRT battery when in the transport position.
- Improved guided load and unloaded functionality eliminate the need to steer the cot into and out of the ambulance.
- Wirelessly communicates with your Power-PRO cot to control cot functionality when loading and unloading.



Specifications

Model Number	6390
Length	
Overall length	95 in. (241 cm)
Minimum length	89.5 in. (228 cm)
Width	24.5 in. (62 cm)
Weight	
Total weight	211.5 lb (96.5 kg)
Floor plate assembly	16.5 lb (7.5 kg)
Anchor assembly	23 lb (10.5 kg)
Transfer assembly	67 lb (30.5 kg)
Trolley assembly	105 lb (48 kg)
Maximum weight capacity*	700 lb (318 kg)
Minimum operator required	
Occupied cot	2
Unoccupied cot	1
Recommended loading height	22 in to 36 in (56 cm to 91 cm)
Battery	12VCD, 5 Ah lead acid battery (6390-001-468)

Stryker reserves the right to change specifications without notice.

Warranty

- One-year parts, labor, and travel or two-year parts only
- Lifetime on all welds

Extended warranties available.

7-year service life.

Maintenance agreements are available for service beyond its expected service life.

Stryker Corporation or its divisions or other corporate affiliated entities own, use or have applied for the following trademarks or service marks: **Flex Financial, Performance-PRO, Power-LOAD, Power-PRO, ProCare, Stryker**. All other trademarks are trademarks of their respective owners or holder.

*Maximum weight capacity represents patient weight and accessories. Safe working load of 870 lb (395 kg) represents the sum of the cot total weight and patient.

The Power-LOAD Cot Fastener System is designed to conform to the Federal Specification for the Star-of-Life Ambulance KKK-A-1822.

1. Sanders, Mick J. (2011) Mosby's Paramedic Textbook (4th ed., p. 36)

2. Please contact your sales representative to see if you qualify for the EMS Guarantee.

3. Subject to the terms and conditions of EMS proven to save guarantee agreement.

4. Reference: Stryker (2018). EMSStat – Norman Regional Health System Case Study (Case Study on Power-PRO XT cots and Power-LOAD cot fastening systems). Retrieved from: <http://ems.stryker.com>

5. Reference: Stryker. (2012). Superior Ambulance Case Study [Case Study on Power-PRO XT cots]. Retrieved from: <http://ems.stryker.com>

6. <https://www.osha.gov/dcs/smallbusiness/safetypays/estimator.html>. As of August 1, 2018 with a 3% profit margin for strain.

Technical support

Our Technical Support comprises a team of professionals available to help with your Performance-LOAD needs. Contact via phone at 1 800 STRYKER or email at medicaltechnicalsupport@stryker.com

Stryker's ProCare Services

When lives are at stake, you need someone who takes a proactive approach to keeping your equipment up and running.

Imagine having someone dedicated to managing your equipment, who truly understands the intricacies of EMS and can anticipate your needs before an issue even arises. We'll make sure your lifesaving devices and back-saving equipment is ready when you need it. With ProCare Service, you can count on trusted experts dedicated to caring for your equipment, so you can focus on what truly matters – saving lives.

All ProCare plans include:

- Stryker original equipment manufacturer parts
- Labor and travel expenses.
- Unlimited repairs to restore equipment to manufacturer specifications
- Responsive support from your field service representative
- Option to include preventive maintenance inspections
- Option to include battery service and replacement

Flex Financial Program

Our financial programs provide a range of smart alternatives designed to fit your organization's needs. We offer flexibility beyond a cash purchase with payment structures that can be customized to meet budgetary needs and help to build long-term financial stability. Contact your account manager for more information.

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stryker

Stair-PRO®

stair chair



Stair-PRO® stair chair

As a medic you are relentless. And in your relentless pursuit for optimal patient care, you are faced with unique challenges patient handling in stairways is a challenge you may face on any given call. The strain on your back from lifting and lowering patients down stairs can add up over time. With 1 in 4 EMS workers suffering a career-ending back injury within the first four years of employment, it is clear you need an option to reduce this risk.

Each patient handled in a stairway can pose a risk for caregiver injury. Stair-PRO puts the power to help reduce that risk back in your hands. Stryker's Stair-PRO stair chair – **it's a powerful thing.**



Compact folded depth

Easy-to-fold functionality allows the chair to fold to a compact size for convenient storage in existing vehicle compartments.

Optional accessories:



O₂ Holder



Foot Support



IV Clip



Vinyl head support

Key features:



Upper Control Handle
Extends to be positioned for optimal operator control.

Locking rear lift handles
Length and placement optimized for up stair mobility.

Stair-TREAD System
Allows operator to control movement down stairs without lifting which may help reduce the risk of lower back disorder. The dual treads, made with Kevlar®, stand up to tough use and assist descent.

Extendable foot end lift handles
Design to specific length and location that can help support ergonomic lifting technique.

Dual wheel locks
Stable patient transfer.

Four-inch front caster wheels
Enable wheelchair-like mobility and maximize maneuverability in tight spaces.

Specifications¹

• Models	6252	
• Height	37.5 in	(95.25 cm)
• Width	20.5 in	(52 cm)
• Depth²	28 in	(71 cm)
• Folded Depth	8 in	(20 cm)
• Weight	32.8 lb	(14.9 kg)
• Maximum Load³	500 lb	(228 kg)

¹ Dimensions are measured from the outermost edges of the main frame. Specifications are rounded to the nearest whole number. Conversions are calculated before rounding.

² Depth dimensions are measured with extendable handles retracted.

³ Maximum load capacity is total weight distributed in accordance to basic human anatomy. EMTs must consider the weight of the patient, equipment and accessories when determining the total weight on the product.

⁴ Patient restraint set includes two cross-chest restraints and one ankle restraint. Cross-chest restraints can also be used in a chest and lap restraint configuration.

In-service video included with every order.

Stryker reserves the right to change specifications without notice.

References

1. Sanders, Mick J. (2011) Mosby's Paramedic Textbook (4th ed., p. 36)

Technical Support

Stryker Technical Support comprises a team of professionals available to help with your Stair-PRO needs. Contact via phone at 1 800 STRYKER or email at TechnicalSupport@Stryker.com.

ProCare Service from Stryker

With maintenance, service and work-flow solutions that proactively maintain your equipment, we help you get every last penny out of your investment. Two-hour priority response callback time and 24- to 72-hour product turnaround help you focus more on your patients and less on equipment upkeep.

Flex Financial Program

Our financial programs provide a range of smart alternatives designed to fit your organization's needs. We offer flexibility beyond a cash purchase with payment structures customizable to meet budgetary needs and help to build long-term financial stability. Specialized finance solutions for municipalities and other government agency businesses are also available.

To learn more about the wide range of financial services, call 1 888 308 3146.

Certifications



Warranty:

- One-year parts, labor and travel or two-year parts only
- Lifetime on all welds*

Extended warranties available:

- 7-year service life

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The yellow and black color scheme is a registered trademark of Stryker Corporation

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CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve purchasing one 3500 HD Silverado with Redding dump bed for the Public Works Department Water Division from Mark Allen Chevrolet; total \$66,900.

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Erik Dye

BACKGROUND: The truck will be replacing truck that has been retired from the fleet. This vehicle is included in the FY22 Budget BPWA Capital Improvements and it is being purchase under State Bid pricing.

This vehicle will be purchased straight from the dealership's lot inventory, ensuring that the vehicle is immediately available and avoiding delays due to COVID.

Additionally, purchasing the vehicle with the dump bed installed by the dealership, will save money as opposed to buying the cab and chassis and installing the bed separately.

EXHIBITS: Cost Sheet from Mark Allen Chevrolet.

KEY ISSUE: Fleet maintenance

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve.

ITEM NO: _____

MEETING DATE: 4-11-22

MEETING: BPWA



Vehicle Locator

Detail Report for Customer

MARK ALLEN CHEVROLET
16837 S HWY 75, GLENPOOL, OK, 74033
918-227-1070

Customer/Company:

Sales Consultant: RICK HUNTER
FLEET MANAGER

Address:

Vehicle #1: 2022 Chevrolet 3500HD Silverado	VIN/Order #	MSRP	Stock #
	BHKDP8	N/A	N/A
Additional Vehicle Information			
GM Marketing Information			

Body Style: CK31043-Crew Chassis Cab, 4WD

PEG: 1WT-Work Truck Preferred Equipment Group

Primary Color: GAZ-Summit White

Trim: H1T-1WT/1FL-Cloth, Jet Black, Interior Trim

Engine: L5P-Engine: 6.6L V8 DuraMax Diesel, Turbo

Transmission: MGM-10-Speed Automatic

Options: 1WT-Work Truck Preferred Equipment Group
5N5-Rear Camera Kit for ZW9 Box Delete or Chassis Cab (SEO)
9J4-Bumper: Rear Delete
AE7-Seats: Front 40/20/40 Split-Bench, Uplevel
AKO-Glass, Deep Tinted
AQQ-Keyless Remote Entry
AU3-Power Door Locks
B3P-Special Vehicle Sales
BG9-Floor Covering: Rubberized Vinyl, Black
BHP-Diesel Engine Winter Cover
C49-Defogger, Rear Window, Electric
DBG-Mirrors, O/S: Man. Ext & Folding, Heat, Turn Indicator
F60-Front Spring / Camper Package: Heavy Duty
FE9-Federal Emissions
G80-Auto Locking Differential, Rear
G9Y-GVW Rating 14,000 Lbs Dual Rear Wheels
GAZ-Summit White
GU6-Rear Axle: 3.42 Ratio
H1T-1WT/1FL-Cloth, Jet Black, Interior Trim
IOR-Chevrolet Infotainment, 7" Color Screen
JL1-Integrated Trailer Brake Controller
K05-Engine Block Heater
K34-Cruise Control
K40-Diesel Engine Exhaust Brake

\$66900

INCLUDES READING SERVICE
BODY

ESTIMATED DELIVERY JUNE 2022

K47-Heavy Duty Air Filter
KC4-Cooler, Engine Oil
KI4-120 Volt Electrical Receptacle, In Cab
KNP-Transmission Cooling System
KW5-Alternator, 220 AMP
L5P-Engine: 6.6L V8 DuraMax Diesel, Turbo
MGM-10-Speed Automatic
N2N-Fuel Tank, Dual Front and Rear, 63.5 Gallon Total
NQF-Transfer Case: w/ Rotary Dial Control, Electronic Shift
NZZ-Skid Plate
P03-Painted Wheel Trim Skins, Painted Center Caps
PCV-1WT Convenience 1 Package
PYW-Wheels: 17" Steel, Painted-Dual Rear Wheels
QZT-Tires: LT235/80 R17 All Terrain, Blackwall
SFW-Back-Up Alarm Calibration (SEO)
U01-Roof Marker Lamps
U2K-SiriusXM Satellite Radio (subscription)
UE1-OnStar Communication System
V46-Bumper, Front, Chrome
V76-Recovery Hooks
VK3-Front License Plate Mounting Provisions
YK6-SEO Processing Option
ZW9-Delete: Pick-Up Box
ZZT-Tire, Spare: LT235/80 R17 All Terrain, Blackwall

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.

BILL KNIGHT

FORD
Fleet and Commercial Center

SW035
Category #25101926
Item # 100028564
Dealer Name: Bill Knight Ford
Make: Ford
NEW 19,500# GVWR
Model Code: W5g

April 1, 2022

Hello Paul,

We are pleased to offer for your consideration one (1) or more New "2023" Ford F550 Crew Cab 4WD 60"CA CHASSIS CAB DRW 6.7 V8 Turbo Diesel Engine.

Base Price W5G 2WD	\$49,133.00
Add 99T turbo diesel/41H engine block heater/requires 62R pto prov	8,985.00
Add 62R PTO provision	280.00
Add 4WD W5H/41P Skid plate	3,985.00
Add X8I limited slip rear axle	360.00
Add optional rear axle diesel	332.00
Add TGK Max Trac 225/70R Traction 4X4	197.00
Add 52b in dash brake controller	270.00
Add 18b black running boards	422.00
Add delete 525 cruise control	<180.00>
Add ft tow hooks	38.00
Add 66s upfitter switches	65.00
Add 942 daytime running lights	41.00

Total price per unit

\$ 63,928.00

11,000 Bed
\$ 74,928.00

Thank you

Greg Herring

Greg Herring
918) 526-2392 direct line
Bill Knight Ford Fleet Center

9625 South Memorial Drive
Tulsa, Oklahoma 74133-6197
Phone: 918-526-2397 • Fax: 918-526-2395

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