



# **City of Bixby Bixby Public Works Authority Meeting Agenda**

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|                                   |                                                           |                                                                                  |
|-----------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Monday, September 12, 2022</b> | <b>Immediately Following the<br/>City Council Meeting</b> | <b>City Hall Municipal Building<br/>116 W. Needles Ave., Bixby,<br/>OK 74008</b> |
|-----------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------|

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

## **Call to Order**

Chairman

## **Roll Call**

Shannon Duran, City Clerk

## **Consent Agenda**

### **Secretary's Report**

### **Consider and Approve:**

- 1) Consider and/or approve surplus equipment for various departments. (BPWA's portion).
- 2) Consider and/or approve the annual renewal website hosting and software package from CivicPlus, Inc. for FY23 in the amount of \$18,114.80. (BPWA portion is \$9,057.40)

## **Regular Agenda**

- 1) New Business  
In accordance with the Open Meeting act, Title 25 O.S. § 311.A.10, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.
- 2) Adjournment

## **Notice of Posting**

This Notice and Agenda was posted on the bulletin board this day of September 9, 2022, on or before 6:00 p.m., at City Hall, 116 W. Needles Bixby, Oklahoma.

Respectfully Submitted

Shannon Duran  
City Clerk

Note: All cell phones and pagers must be turned off or operated silently during all meetings.

21 O.S. Section 280 provides the following: A. It is unlawful for any person, alone or in concert with others and without authorization, to willfully disturb, interfere or disrupt state business, agency operations or any employee, agent, official or representative of the state. B. It is unlawful for any person who is without authority or who is causing any disturbance, interference or disruption to willfully refuse to disperse or leave any property, building or structure owned, leased or occupied by state officials, employees, agents or representatives or used in any manner to conduct state business or operations after proper notice by a peace officer, sergeant-at-arms, or other security personnel. C. Any violation of the provisions of this section shall be a misdemeanor punishable by imprisonment in the county jail for a term Oklahoma Statutes - Title 21. Crimes and Punishments Page 94 of not more than one (1) year, by a fine not exceeding One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment. D. For purposes of this section, "disturb, interfere or disrupt" means any conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others.

### **For Special Accommodations**

Persons who require a special accommodation to participate in this meeting should contact City Clerk, Shannon Duran: 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430 or email [City Clerk, Shannon Duran](mailto:sduran@bixbyok.gov) (sduran@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.

# Consent Agenda Item Commentary

**Item Title**

Consider and/or approve surplus equipment for various departments. (BPWA's portion).

**Initiator****Staff Information Source**

Charles Barnes

**Background**

This is to surplus unusable equipment so that it can be properly disposed.

**Exhibits**

1. September 2022 Surplus List

**Key Issue**

Surplus equipment for proper disposal.

**Council Action**

Approve or deny

**Recommendation**

Approval

**Item No:** 1.**Meeting Date**

September 12, 2022

**Meeting**

Bixby Public Works Authority Agenda 09/12/2022

| Surplus list |                               |                                    |                   |            |           |                |                         |      |
|--------------|-------------------------------|------------------------------------|-------------------|------------|-----------|----------------|-------------------------|------|
| Quantity     | Name / Item                   | Description                        | VIN No.           | Serial No. | Make      | Model          | Engine Hrs/<br>Odometer | Year |
| POLICE       |                               |                                    |                   |            |           |                |                         |      |
| 1            | 2009 Ford Crown Victoria      | Police vehicle- Used- Runs         | 2FAHP71V89X102832 | 0904       | FORD      | CROWN VICTORIA | 138,250                 | 2009 |
| 1            | 2009 Ford Crown Victoria      | Police vehicle- Used- Runs         | 2FAHP71V69X102800 | 0905       | FORD      | CROWN VICTORIA | 141,300                 | 2009 |
| 1            | 2009 Ford Crown Victoria      | Police vehicle- Used- Runs         | 2FAHP71V19X102820 | 0907       | FORD      | CROWN VICTORIA | 147,907                 | 2009 |
| 1            | 2009 Ford Crown Victoria      | Police vehicle- Used- Runs         | 2FAHP71V29X102826 | 0909       | FORD      | CROWN VICTORIA | 132,899                 | 2009 |
| 1            | 2009 Ford Crown Victoria      | Police vehicle- Used- Runs         | 2FAHP71VX9X102797 | 0910       | FORD      | CROWN VICTORIA | 121,970                 | 2009 |
| 1            | 2015 Dodge Charger            | Police vehicle- Used- Engine Blown | 2C3CDXAT7FH932594 | 1510       | DODGE     | CHARGER        | 64,453                  | 2015 |
| 1            | PANASONIC CF-19 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 1LKYA03986 | PANASONIC | CF-19          | N/A                     | N/A  |
| 1            | PANASONIC CF-19 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 7HKYA71143 | PANASONIC | CF-19          | N/A                     | N/A  |
| 1            | PANASONIC CF-19 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | OHK4A16744 | PANASONIC | CF-19          | N/A                     | N/A  |
| 1            | PANASONIC CF-19 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 1LKYA03653 | PANASONIC | CF-19          | N/A                     | N/A  |
| 1            | PANASONIC CF-19 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 7HKYA71165 | PANASONIC | CF-19          | N/A                     | N/A  |
| 1            | PANASONIC CF-19 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 1LKYA03404 | PANASONIC | CF-19          | N/A                     | N/A  |
| 1            | PANASONIC CF-30 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 8LKYB11989 | PANASONIC | CF-30          | N/A                     | N/A  |
| 1            | PANASONIC CF-30 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 8LKYB11588 | PANASONIC | CF-30          | N/A                     | N/A  |
| 1            | PANASONIC CF-30 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 8LKYB12069 | PANASONIC | CF-30          | N/A                     | N/A  |
| 1            | PANASONIC CF-30 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 8LKYB12407 | PANASONIC | CF-30          | N/A                     | N/A  |
| 1            | PANASONIC CF-30 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 8LKYB11463 | PANASONIC | CF-30          | N/A                     | N/A  |
| 1            | PANASONIC CF-30 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 8LKYB11884 | PANASONIC | CF-30          | N/A                     | N/A  |
| 1            | PANASONIC CF-30 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 1LKYAD3637 | PANASONIC | CF-30          | N/A                     | N/A  |
| 1            | PANASONIC CF-31 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 1HKYB80088 | PANASONIC | CF-31          | N/A                     | N/A  |
| 1            | PANASONIC CF-31 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | OFKYA10616 | PANASONIC | CF-31          | N/A                     | N/A  |
| 1            | PANASONIC CF-31 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | OFKYA07521 | PANASONIC | CF-31          | N/A                     | N/A  |
| 1            | PANASONIC CF-31 Rugged Laptop | Laptop Computer/Hard drive removed | N/A               | 1HKYB79929 | PANASONIC | CF-31          | N/A                     | N/A  |
| 1            | Getac B300 Rugged Laptop      | Laptop Computer/Hard drive removed | N/A               | RCA63B0004 | GETAC     | B300           | N/A                     | N/A  |

| Quantity | Name / Item                                                | Description                                                            | VIN No. | Serial No. | Make | Model | Engine Hrs/<br>Odometer | Year |
|----------|------------------------------------------------------------|------------------------------------------------------------------------|---------|------------|------|-------|-------------------------|------|
| 1        | MULTI FORM CABINET                                         | Cabinet                                                                | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 2        | BOXES MISC COMPUTER CABLES                                 | Assorted box of cables                                                 | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | DESK TOP 10 KEY CALCULATOR                                 | 10 key calculator                                                      | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | CD/DVD WRITER                                              | External DVD Writer                                                    | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | HP PRINTER                                                 | Computer printer                                                       | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 12       | COMPUTER KEYBOARDS                                         | Assorted used keyboards                                                | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 2        | COMPUTER MOUSE (ASSORTED)                                  | Assorted used mouse                                                    | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX MISC OBSOLETE HANDHELD RADIOS                          | Radios (working) obsolete for 80 mhz system                            | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX OBSOLETE MOBILE RADIOS                                 | Radios (working) obsolete for 80 mhz system                            | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX LAPEL MICS                                             | Lapel clip microphone for police radio-<br>Obsolete for current system | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX LIGHTING CONTROL HEADS                                 | Light and siren controllers for lightbar                               | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | SYNERGY BACKUP                                             | Non-working APS for computer                                           | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX HANDHELD RADIO CHARGERS                                | tabletop charger for obsolete radios                                   | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX MOBILE RADIO MICS                                      | Walkie talkie microphones for obsolete radios                          | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | LEXMARK PRINTER                                            | Printer (working), no cables, no ink                                   | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | L SHAPED WOOD DESK                                         | Surplus L shape wood office desk                                       | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 2        | DESK CHAIRS                                                | Surplus desk seating                                                   | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | TALL WORKSTATION CHAIR                                     | Surplus desk seating                                                   | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX INOPERABLE BROTHER RJ PRINTERS                         | Obsolete printers for computers                                        | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 3        | BOXES MISC OBSOLETE L3 FLASHBACK IN CAR VIDEO SYSTEM PARTS | Mounting brackets for in-car video system Flashback brand              | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 6        | MAGNUM SPIKE                                               | Tire deflation device                                                  | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX REPLACEMENT SPIKES FOR MAGNUM SPIKE                    | Tire deflation device                                                  | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 2        | IT COMPUTER RACKS WITH SHELVES AND CABLE ARMS              | Computer rack mounts                                                   | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX RAM MOUNT GENERIC MOBILE COMPUTER MOUNTS               | Computer rack mounts                                                   | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |

| Quantity | Name / Item                                                   | Description                                        | VIN No. | Serial No. | Make | Model | Engine Hrs/<br>Odometer | Year |
|----------|---------------------------------------------------------------|----------------------------------------------------|---------|------------|------|-------|-------------------------|------|
| 1        | KODIAC DOCKING STATION FOR CF-31                              | Computer rack mounts                               | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 17       | PUSH BARS (MISC MAKES)                                        | Police vehicle pushbars- Various                   | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | HP PRINTER                                                    | Obsolete printers for computers                    | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 12       | 8 LB FIRE EXTINGUISHERS (OUTDATED)                            | Working fire extinguishers                         | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX MOBILE COMPUTER POWER SUPPLIES                            | Panasonic power supply cords                       | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX SIERRA WIRELESS AIRLINK GX 440 (VERIZON)                  | Wireless connectivity devices (obsolete)           | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | TRENDNET KVM SWITCH IN-OPERABLE                               | TRENDNET KVM SWITCH IN-OPERABLE                    | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX HANDHELD RADIO CHARGERS AND MISC PORTABLE DEVICE CHARGERS | Miscellaneous radio chargers and portable chargers | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 5        | PATROL CAR CONSOLES WITH MISC PARTS                           | Patrol car radio consoles- no longer used          | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 20       | PATROL CAR LIGHTBARS (EP911 LED) (WHELEN LED)                 | EP911 Light bars for patrol cars                   | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BOX MISC MODULES/ CONTROLLERS FOR EP911 LIGHTBARS             | Light and siren controllers for lightbar           | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 2        | VISOR LIGHT                                                   | Visor mounted emergency lights                     | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 2        | REAR DIRECTIONAL LIGHT                                        | Arrowboard type back dash light                    | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 6        | PATROL CAR SHOTGUN MOUNTS                                     | Police car shotgun racks, black                    | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 2        | REAR FACING 2 LED HEAD LIGHT ASSEMBLIES (FIT AROUND CHMSL)    | Ford headlamp assembly                             | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 3        | MOBILE COMPUTER FLOOR MOUNTS                                  | Police car mount for Panasonic Computers           | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 3        | PELCO TRAFFIC CAMERAS WITH CONTROLLERS                        | Used traffic cameras- working                      | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| MISC     | WHEEL CENTER CAPS                                             | Ford hubcaps                                       | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 3        | 1ST AID BAGS                                                  | First aid bags, equipped with first aid supplies   | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 15       | MISC INOPERABLE BROTHER PRINTERS                              | Broken computer printers                           | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 2        | 220V 96 CUP COFFEE MACHINES WITH URNS                         | Coffee machine-Working                             | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | BROTHER OFFICE PRINTER                                        | Computer printer- no cables                        | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 2        | SETS REAR WINDO BARS (CROWN VIC)                              | Police car rear window security bars               | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 32       | PATROL CAR PARTITION CAGES (MISC MAKES)                       | Police car prisoner cage                           | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 2        | DUAL GUN RACKS (NOT COMPATIBLE WITH CURRENT PARTITION CONFIG) | Police car gun racks/rifle rack                    | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 1        | SAMML HANDGUN LOCKERS (3 BOLTED TOGETHER)                     | Lockers- Bolted together                           | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |
| 2        | SETS OF 4 SMALL LOCKERS APPROX 1' X 1'                        | Locker Room Suuplies                               | N/A     | N/A        | N/A  | N/A   | N/A                     | N/A  |

| Quantity | Name / Item   | Description          | VIN No.           | Serial No. | Make   | Model | Engine Hrs/<br>Odometer | Year |
|----------|---------------|----------------------|-------------------|------------|--------|-------|-------------------------|------|
| Finance  |               |                      |                   |            |        |       |                         |      |
| 2        | Office chairs |                      |                   |            |        |       |                         |      |
| 1        | car           | hybrid gas/ electric | 119355            |            | Toyota | Prius |                         | 2005 |
| BPWA     |               |                      |                   |            |        |       |                         |      |
| 1        | TRUCK         | Ford F-350 V8 4DR    | 1FD8W3H60BEA63659 |            | Ford   | F-350 |                         | 2010 |

# Consent Agenda Item Commentary

**Item Title**

Consider and/or approve the annual renewal website hosting and software package from CivicPlus, Inc. for FY23 in the amount of \$18,114.80. (BPWA portion is \$9,057.40)

**Initiator****Staff Information Source**

Charles Barnes

**Background**

The City started using CivicPlus to build our website and to host it and we want to renew this support for FY23.

**Exhibits**

1. Consent Agenda 9-12-2022 Civic Plus

**Key Issue**

Renew website hosting and support for FY23.

**Council Action**

Approve or deny

**Recommendation**

Approve

**Item No: 2.****Meeting Date**

September 12, 2022

**Meeting**

Bixby Public Works Authority Agenda 09/12/2022



# Invoice

CivicPlus LLC  
NEW REMITTANCE ADDRESS  
(FOR PAYMENTS ONLY)  
CivicPlus  
PO Box 1572  
Manhattan KS 66505

#237278

9/27/2022

PO #

**Bill To**

Gladys Gill  
City of Bixby  
P.O. Box 70, 116 West Needles Ave  
Bixby OK 74008-0070

**TOTAL DUE**

**\$18,114.80**

Due Date: 10/27/2022

**Terms**  
Net 30

**Due Date**  
10/27/2022

**PO #**

**Approving Authority**

| Qty | Item                                                                                | Start Date | End Date  |
|-----|-------------------------------------------------------------------------------------|------------|-----------|
| 3   | Department Header Package Annual Fee                                                | 9/27/2022  | 9/26/2023 |
| 1   | CivicSend Communication Platform Annual Fee                                         | 9/27/2022  | 9/26/2023 |
| 1   | CivicPlus Website Annual Fee for Hosting and Support.                               | 9/27/2022  | 9/26/2023 |
| 1   | CivicMedia Standard Annual Fee - Includes Live Streaming + 10GB Storage - Main Site | 9/27/2022  | 9/26/2023 |
| 1   | Subsite Annual Fee for Hosting and Support                                          | 9/27/2022  | 9/26/2023 |
| 1   | Police Dept SSL Certificate Annual Fee for https://police.bixbyok.gov               | 9/27/2022  | 9/26/2023 |
| 1   | CivicMedia Standard Annual Fee - Includes Live Streaming + 10GB Storage - Subsite   | 9/27/2022  | 9/26/2023 |
| 1   | AudioEye ALLY - Police                                                              | 9/27/2022  | 9/26/2023 |
| 1   | AudioEye ALLY - Main Site                                                           | 9/27/2022  | 9/26/2023 |
| 1   | Website Recurring Redesign Annual Fee Renewal                                       | 9/27/2022  | 9/26/2023 |

RECEIVED

AUG 26 2022

CITY OF BIXBY

**Total** \$18,114.80

**Due** \$18,114.80

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [accounting@civicplus.com](mailto:accounting@civicplus.com).

**Bank Name**  
KS State Bank

**Account Name**  
CivicPlus LLC

**Account Number**  
1046292

**Routing Number**  
101101536

CivicPlus  
302 S 4th St.  
Suite 500  
Manhattan KS 66502

# Regular Agenda Item Commentary

## **Item Title**

New Business

In accordance with the Open Meeting act, Title 25 O.S. § 311.A.10, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

## **Initiator**

## **Staff Information Source**

## **Background**

## **Exhibits**

## **Key Issue**

## **Council Action**

## **Recommendation**

## **Item No:** 1.

## **Meeting Date**

September 12, 2022

## **Meeting**

Bixby Public Works Authority Agenda 09/12/2022