City of Bixby
Bixby Public Works Authority
Meeting Agenda

Monday, April 10, 2023	**Immediately Following the City Council Meeting**	**City Hall Municipal Building 116 W. Needles Ave., Bixby, OK 74008**

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

Gladys Gill, Assistant City Clerk

Consent Agenda

Secretary's Report

Consider and Approve:

1) Approve minutes for the Bixby Public Works Authority meeting dated 03/27/23.

2) Consider and/or approve renewing the contract with Dunn-Right Cleaning Service, Inc. to provide Janitorial Services for Dawes Building at a cost of $1,045/month.

3) Consider and/or approve a Purchase Order in the amount of $50,000 for AMRs.

4) Consider and/or approve professional service agreement and purchase order to Crawford and Associates for FY-23 Financial Statement preparation and accounting assistance as needed in the amount of $25,000 (BPWA portion).

Regular Agenda

1) Discuss and/or approve the reconciliation of quantities for sludge removal for the Bixby Water Reclamation Facility Project; the additional cost for the project is $1,279,108.

Bea Aamodt, Public Works Director

2) 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.

3) Adjournment

Notice of Posting

This Notice and Agenda was posted on the bulletin board on April 6, 2023, on or before 5:00 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 (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.

Bixby Public Works Authority Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
March 27, 2023 at 6:00 PM

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 24, 2023, on or before 5:00 p.m.

Call to Order

Mayor Guthrie called the Bixby Public Works Authority Meeting to order at 7:39 p.m.

Roll Call

Assistant City Clerk, Gladys Gill, called the roll, and the following were present:

Members Present
Mayor Guthrie
Vice Mayor Blair
Councilor Founds
Councilor Girard
Councilor Revelis

Staff Present
Jared Cottle, City Manager
Shannon Duran, City Clerk
Phil Frazier, City Attorney
Bea Aamodt, Public Works Director
OC Walker, City Planner
Todd Blish, Police Chief
Mike Butler, Fire Chief
Justin Dowd, City Engineer
Bryan Toney, Public Information Officer

Consent Agenda

1) Minutes for the Bixby Public Works Authority Meeting dated 03/13/23.

2) Consider and/or approve the contract proposal from CIVICPLUS in the amount of $15,750.00, with $7,875.00 coming from General Funds and $7,875.00 coming from BPWA Funds for the recodification of City Ordinances, Supplementation of all City Ordinances, State Law referencing, and processing of all Municipal Codes books.

   Mayor Guthrie said items 1-2 on the Consent Agenda are up for discussion and consideration.

   Mayor Guthrie asks for a motion to approve items 1-2. Councilor Founds made a motion to approve, seconded by Councilor Blair. The vote was taken with the following results:

Carried: 5-0
Ayes: Founds, Blair, Revelis, Girard, Guthrie
Nays: 0

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

Adjournment was called at 7:39 p.m

_____
Mayor

_____
City Clerk

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve renewing contract with Dunn-Right Cleaning Service, Inc. to provide Janitorial Services for Dawes Building at cost of $1,045/month.

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Bea Aamodt

BACKGROUND: Dunn-Right was awarded the contract to provide janitorial services for the Dawes. They have performed well and staff recommends renewing the contract for another year. The total for the year will be an amount not to exceed $12,540.

EXHIBITS: none

KEY ISSUE: Property Maintenance

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve.

ITEM NO: _____

MEETING DATE: 4-10-23

MEETING: BPWA

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve Purchase Order for AMR; $50,000

INITIATOR: Bea Aamodt, PW Director

STAFF INFORMATION SOURCE: Erik Dye, Field Operations Manager

BACKGROUND:

Core and Main is a sole source purchase for Neptune AMR. The City purchases the meters and gets reimbursed by selling the meters to builders.

EXHIBITS: None

KEY ISSUE: Approval of AMR

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve

ITEM NO: _____

MEETING DATE: 04-10-23

MEETING: BPWA

Consent Agenda Item Commentary

Item Title

Consider and/or approve professional service agreement and purchase order to Crawford and Associates for FY-23 Financial Statement preparation and accounting assistance as needed in the amount of $25,000 (BPWA portion).

Initiator

Charles Barnes

Staff Information Source

Charles Barnes

Background

Crawford and Associates has considerable familiarity with our financial operations, having prepared the FY-12 thru FY-22 Financial Statements for the City, and thus is well positioned to efficiently and cost-effectively prepare them for FY-23. The firm's knowledge of governmental accounting standards and municipal government provided the City with well-prepared financial statements and notes for our auditors to audit.

Exhibits

1. Crawford FY23 Engagement Letter

Key Issue

Preparation of FY-23 Financial Statements for our auditors and accounting assistance as needed.

Council Action

Approve or deny

Recommendation

Approval

Item No: 4.

Meeting Date

April 10, 2023

Meeting

Bixby Public Works Authority Agenda 04/10/23

CRAWFORD & ASSOCIATES P.C.

March 5, 2023

Honorable Mayor and Members of the City Council
City of Bixby
PO Box 70
Bixby, OK 74008-0070

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of Bixby (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Bixby management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Bixby contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Bixby are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance
- The Performeter Analysis

Initial Services Requested

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- The Performeter Analysis

T: 405-691-5550
F: 405-691-5646 | W: www.crawfordcpas.com
E: info@crawfordcpas.com | 10308 Greenbriar Place, Oklahoma City, OK 73159

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Bixby, Oklahoma as of and for the year ended June 30, 2023. Such financial statements will include:

a. Basic Financial Statements, including notes to the financial statements
b. Required Supplementary Information
c. Supplementary Information (to the extent management elects to include)
d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARSs:

a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements

b. The prevention and detection of fraud

c. To ensure that the entity complies with the laws and regulations applicable to its activities

d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,

ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and

iii. Unrestricted access to persons within the City of Bixby, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President $265
- Shareholders $180
- Senior Managers $160
- Managers $140
- Senior Professional Staff $120
- Professional Staff $80
- Clerical Staff $50

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. However, for purposes of purchase order preparation, we will initially estimate the range of fees for the requested services to be approximately $45,000 - $50,000, unless the City requests additional services outside the scope of this agreement, or substantial changes are made to the City's reporting entity or annual activity, or turnover of key staff at the City occurs, at which we will approach management and possibly the governing body at that time about possible adjustments to our fee range. In the event we complete FY 2023 prior to the end of FY 2024, we may begin interim preparations in the spring of 2024 to facilitate a more timely issuance of FY 2024's financial statements. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed.

The term of this engagement is a period from July 1, 2023 through June 30, 2024. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Bixby.

Respectfully submitted and agreed to by,

Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the City of Bixby:

By: _____

Title: _____

Date: _____

REGULAR AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve reconciliation of quantities for sludge removal for the Bixby Water Reclamation Facility Project; additional cost to the project is $1,279,108

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Bea Aamodt

BACKGROUND: The sewage lagoons were deeper than shown on record drawings, therefore, the contractor had to remove more sludge than originally anticipated.

Sludge totals removed **61,818.87** cubic yards.

South Plant Total 20,928 CY

North Plant Total 40,890.87 CY

Original contract = $24,429,532
Approved Change Orders = $1,521,198
Quantity Adjustments = $1,279, 108

EXHIBITS: None

KEY ISSUE: Quantity reconciliation

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve.

ITEM NO: _____

MEETING DATE: 4-10-23

MEETING: BPWA