



City of Bixby Bixby Public Works Authority Meeting Agenda

Monday, August 28, 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

Shannon Duran, City Clerk

Consent Agenda

Secretary's Report

Consider and Approve:

- 1) Minutes for the Bixby Public Works Authority dated 08/14/23.
- 2) Consider and/or approve annual renewal website hosting and software package from CivicPlus, Inc. for FY23 in the amount of \$20,832.02. (BPWA portion is \$10,416.01)

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 August 25, 2023, 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.

Bixby Public Works Authority Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
August 14, 2023 at 6:00 PM

The agenda for the regularly scheduled meeting of the Bixby Public Works Authority was posted on the bulletin board at City Hall, 116 West Needles Avenue, Bixby, Oklahoma, on August 11, 2023, on or before 5:00 p.m.

Call to Order

Mayor Guthrie called the Bixby Public Works Authority Meeting to order at 6:17 pm.

Roll Call

Shannon Duran, City Clerk, called the roll, and the following were present:

Members Present

Mayor Guthrie
Vice Mayor Founds
Councilor Girard
Councilor Revelis
Councilor Hirshey

Staff Present

Jared Cottle, City Manager
Shannon Duran, City Clerk
Phil Frazier, City Attorney
Charles Barnes, Finance Director
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) Approve minutes for Bixby Public Works Authority Meeting dated 7/24/23.
- 2) Approve repair of two 25-HP Fairbanks Morse pumps; total cost \$14,248.

Mayor Guthrie said items 1-2 on the Consent Agenda is up for discussion and consideration.
Others who spoke: None

Mayor Guthrie asks for a motion to approve items 1-2. Vice Mayor 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, Hirshey, 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

An adjournment was called at 6:17 pm

Mayor

City Clerk

Consent Agenda Item Commentary

Item Title

Consider and/or approve annual renewal website hosting and software package from CivicPlus, Inc. for FY23 in the amount of \$20,832.02. (BPWA portion is \$10,416.01)

Initiator

Charles Barnes

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 FY24.

Exhibits

1. Invoice for CivicPlus Annual Maintenance Agreement

Key Issue

Renew website hosting and support for FY24.

Council Action

Approve or Deny

Recommendation

Approve

Item No: 2.**Meeting Date**

August 28, 2023

Meeting

20230828 Bixby Public Works Authority Agenda



Invoice

#271196

9/27/2023

PO #

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

Bill To

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

TOTAL DUE**\$20,832.02****Due Date: 10/27/2023**

Terms	Due Date	PO #	Approving Authority	
Net 30	10/27/2023			
Qty	Item	Start Date	End Date	
1	CivicMedia Standard Annual Fee - Includes Live Streaming + 10GB Storage - Subsite	9/27/2023	9/26/2024	
1	Police Dept SSL Certificate Annual Fee for https://police.bixbyok.gov	9/27/2023	9/26/2024	
1	CivicMedia Standard Annual Fee - Includes Live Streaming + 10GB Storage - Main Site	9/27/2023	9/26/2024	
1	AudioEye Managed: (bixbyok.gov)	9/27/2023	9/26/2024	
1	AudioEye Managed: (police.bixbyok.gov)	9/27/2023	9/26/2024	
1	Subsite Annual Fee for Hosting and Support	9/27/2023	9/26/2024	
1	CivicSend Communication Platform Annual Fee	9/27/2023	9/26/2024	
1	CivicPlus Website Annual Fee for Hosting and Support.	9/27/2023	9/26/2024	
3	Standard Department Header Annual Fee: Parks, Fire, Public Works	9/27/2023	9/26/2024	
1	36 Month Redesign Ultimate Annual - CivicEngage Central	9/27/2023	9/26/2024	
		Total	\$20,832.02	
		Due	\$20,832.02	

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to accounting@civicplus.com.

Bank Name
JPMorgan Chase

Account Name
CivicPlus LLC

Account Number
910320636

Routing Number
021000021

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**

August 28, 2023

Meeting

20230828 Bixby Public Works Authority Agenda