

City Council Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
May 13, 2024 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 May 10, 2024, on or before 5:00 p.m.

Call to Order

Mayor Guthrie called the City Council Meeting to order at 6:01 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 Hirshey
Councilor Schultz

Staff Present

Jared Cottle, City Manager
Shannon Duran, City Clerk
Phil Frazier, City Attorney
Charles Barnes, Finance Director
Joey Wiedel, Development Services Director
Todd Blish, Police Chief
Mike Butler, Fire Chief
Justin Dowd, City Engineer
Bryan Toney, Public Information Officer

Pledge of Allegiance

Invocation

Consent Agenda

- 1) Minutes for the Work Session dated 04/22/24.
- 2) Minutes for the City Council Meeting dated 04/22/24.

- 3) Consider and approve the OMAG (Oklahoma Municipal Assurance Group) recommendation for denial for claimant Brandon Leonard, Claim 214582-1-MR.
 - 4) Consider and/or approve authorization for repair work with Wade's RV as a sole source for the Command Post in the amount of \$14,125.01.
 - 5) Consider and/or approve the purchase of furniture and training needs to serve the Emergency Operations Center (EOC) in the amount of 24,992.32.
 - 6) Consider and/or approve annual renewal website hosting and software package from CivicPlus, Inc. SeeClickFix software for FY25 in the amount of \$13,775.74. (City portion is \$6,887.87)
 - 7) Consider and/or approve the proposal from DreamScapes of Tulsa for lawn & landscape maintenance for Bixby Fire Department (BFD) Stations in the annual amount of \$13,860.
 - 8) Consider and/or approve the expenditure of the state contract price of \$55,500, plus \$15,000 for unfitting lights and equipment, from the approved capital police car budget to Carter Chevrolet of Okarche for the replacement of a 142,000-mile 2012 police SUV.
 - 9) Consider and/or approve the payment of \$23,930 to Brite Computer Inc. to pay off in-car computers in police vehicles. The funds will come from the approved 2024 capital police car equipment fund.
 - 10) Discuss and/or take action on Sanitary Sewer Interceptor Agreement and Easements associated with the Greyhawk Sanitary Sewer Interceptor.
 - 11) Discuss and/or take action on approval of Capital Improvement Agreement for supplemental Vision 2025 Surplus funding to be used for design and construction of an extension of 148th Street.
- Mayor Guthrie announced that items 1-11 on the Consent Agenda are open for discussion and consideration.

Councilor Hirshey requested that items 8 and 11 be discussed separately. Police Chief Todd Blish explained the necessity for upfitting lights and equipment in relation to item 8.

City Manager Jared Cottle addressed item 11.

Resident Victory Oltmann signed up to speak on item 7. Mrs. Oltmann expressed concerns regarding the landscaping expenses for the fire stations. Interim Fire Chief Joe Sherrell explained the landscaping requirements for both fire stations and the maintenance expectations for the landscaping company, DreamScapes.

Mayor Guthrie asks for a motion to approve items 1-11 on the Consent Agenda. Vice Mayor Founds made a motion to approve, seconded by Councilor Hirshey. The vote was taken with the following results:

Carried: 5-0

Ayes: Founds, Hirshey, Girard, Schultz, Guthrie

Nays: 0

Regular Agenda

- 1) Public hearing to receive input on the FY-25 Budget

Mayor Guthrie said Item 1 on the Regular Agenda is up for discussion and consideration.

Item presented by: Charles Barnes, Finance Director

Others who spoke: Staff: John Wood, Parks Director; Todd Blish, Chief of Police; Jared Cottle, City Manager. Resident Victoria Oltmann, Resident Richard Oltmann, Resident Christie Rooney

Charles Barnes gave a presentation on the proposed budget for Fiscal Year (FY) 2025. Charles Barnes advises the council that the budget has been posted on our website and the public can access our website for review and feedback. Charles Barnes goes over the Budget with the Council regarding costs and expenditures for FY-2025. Charles allowed members of the public to provide input.

Resident Victoria Oltmann inquired about the Parks Department's budget and expressed concerns regarding the maintenance and upkeep of city parks and streetscapes around downtown, emphasizing the need for an increase in the Parks Department budget. Councilor Girard emphasized the importance of giving Lake Bixhoma the extra care and attention it needs for maintenance and upgrades. City Manager Jared Cottle addressed the council and stated that the city is awaiting a grant from the Department of Wildlife Conservation to issue a 75/25 grant for lake improvements. John Wood addressed the council to discuss park maintenance and the reason for the need for additional staff. Discussion ensued. Resident Richard Oltmann voiced his concern about safety and security within the parks. The Chief of Police, Todd Blish, confirmed that the parks are equipped with cameras.

Resident Christie Rooney inquired about passed financial proformance report. She also voiced her concern about budgetting for staffing.

Mayor Guthrie closed the floor to public input.

No action was taken.

- 2) Discuss and/or approve a contract with Garver Engineers for a Water Supply Study; fee is \$80,000.

Mayor Guthrie said item 2 on the Regular Agenda is up for discussion and consideration.

Item presented by Jared Cottle, City Manager

Others who spoke: None

Jared Cottle spoke to the council on behalf of Public Works Director Bea Aamodt. Mr. Cottle mentioned that the city has identified three potential sources for a future water supply. Garver Engineers will conduct a study to assess and ensure the sustainability of Bixby's water resources, taking into account both current and future needs. The 20-year study for Bixby will evaluate the city's existing water infrastructure, identify areas for potential improvement, and propose strategies to enhance water supply reliability and efficiency.

Councilor Girard asked if Lake Bixhoma is still an option for a potential water source for the city. Mr. Cottle stated that the lake is limited but could be a source for the Leonard area. A discussion followed.

Councilor Hirshey expressed his appreciation for the study and then made a motion to approve item 2. Vice Mayor Founds seconded the motion, and the vote was taken with the following results:

Carried: 5-0

Ayes: Hirshey, Founds, Girard, Schultz, Guthrie

Nays: 0

Mayor Guthrie asked to skip to the City Manager's Report, item 7 on the Regular Agenda.

Mayor Guthrie reopened the Regular meeting at 7:24 pm.

3) Motion to enter into Executive Session:

- a. *Confidential communications and discussions among the City Council and its attorney concerning potential and current litigation status. Authority: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes Section 307.B.4.*
- b. *Discussion on negotiations and/or purchase for certain real property located in Reserve "A", Jade Crossing, south of 148th Street, on the west side of Grant St. owned by First Equity Corporation: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.3.*

Mayor Guthrie asks for a motion to enter into Executive Session. Vice Mayor Founds made a motion to approve, seconded by Councilor Hirshey. The vote was taken with the following results:

Carried: 5-0

Ayes: Founds, Hirshey, Girard, Schultz, Guthrie

Nays: 0

The council entered into Executive Session at 7:24 pm.

Council returns to Council Chambers.

No action was taken during the Executive Session.

4) Motion to exit Executive Session and reconvene in open session.

Mayor Guthrie asked for a motion to exit the Executive Session and reconvene in Regular Session. A motion was made by Vice Mayor Founds, seconded by Councilor Hirshey. The vote was taken with the following results:

Carried: 5-0

Ayes: Founds, Hirshey, Girard, Schultz, Guthrie

Nays: 0

They reconvened in open session at 9:12 pm.

5) Consider and/or take action, if necessary, on directing City Attorney action regarding potential and current litigation.

Mayor Guthrie said item 5 on the Regular Agenda is up for discussion and consideration.

Mayor Guthrie asks for a motion to approve item 5. Councilor Hirshey asked to make a motion to notify Precision Project Management for default on their property, the Flats @ 151st, seconded by Councilor Girard. The vote was taken with the following results:

Carried: 5-0
Ayes: Hirshey, Girard, Schultz, Founds, Guthrie
Nays: 0

Councilor Hirshey proposed a second motion to proceed with hiring outside legal counsel for lawsuit case number CV-2024-01058. The case involves plaintiffs Christy Rooney, Brian Cozort, and Herman Williams. Councilor Schultz seconded the motion. The vote was taken with the following results:

Carried: 5-0
Ayes: Hirshey, Schultz, Girard, Founds, Guthrie
Nays: 0

- 6) Discuss and/or take action on the purchase for certain real property located in Reserve "A", Jade Crossing, south of 148th Street, on the west side of Grant St. owned by First Equity Corporation. Mayor Guthrie said item 6 on the Regular Agenda is up for discussion and consideration.

Mayor Guthrie asks for a motion to approve item 6. Councilor Hirshey made a motion to approve, seconded by Vice Mayor Founds. The vote was taken with the following results:

Carried: 5-0
Ayes: Hirshey, Founds, Girard, Schultz, Guthrie
Nays: 0

- 7) City Manager's Report
City Manager Jared Cottle gave an update on projects and upcoming events to council.

Events

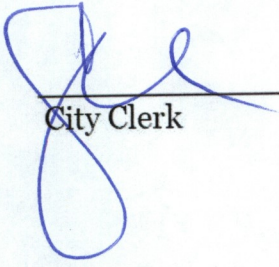
- BBQ And Blues Festival: May 16 - 18, located at both Washington Irving River Park and Washington Irving Park, hosted by the Bixby Rotary Club.
- Bixby Farmers Market: May 19th from 10:00 am to 3:00 pm, located at Charley Young Park.
- 2024 Senior Parade: May 19th at 4:30 pm. The route will start at the school and go through part of Downtown.

After the Manager's Report, Mayor Guthrie asked to recess the Regular meeting and opened the Bixby Public Works Authority meeting at 7:10 pm.

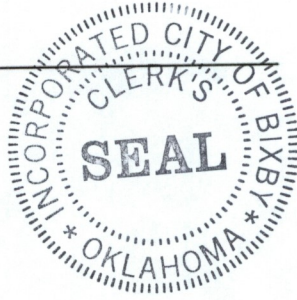
- 8) New Business
In accordance with the Open Meeting act, Title 25 O.S. § 311.A.10, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.
No new business to discuss.
- 9) Adjournment
An adjournment was called at 9:13 pm.

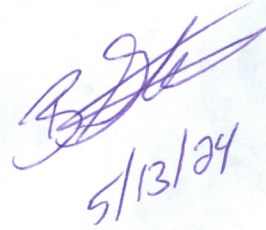


Mayor



City Clerk



[illegible]

OMAG Recognition Program

This program is available to members with active coverage through the OMAG Municipal Liability Protection Plan (MLPP). OMAG believes the best run cities and towns have fewer claims and the claims they incur cost less money to resolve. The OMAG Recognition Program seeks to strengthen municipal governance and reduce claims through education and self-assessment.

BENEFITS

Members who gain OMAG Recognition are awarded a check in an amount that is based on the member's premium charged for the current plan year.

CRITERIA

To gain OMAG Recognition governing bodies must certify through official action (Resolution and certified meeting minutes) that once during each fiscal year:

- each governing body member received OMAG prescribed training – either in person or by distance learning.
- the governing body either adopted/updated/reviewed their governing body handbook.
- the governing body completed and reviewed the **Stability Test** to audit its performance.
- the governing body reviewed its MLPP Declarations page and Explanation of Coverage page.
"Understanding Your Declarations Page"

VENDOR ID BIXBY	NAME CITY OF BIXBY	PAYMENT NUMBER 00000000000000003544	CHECK DATE 8/1/2023	2475	
DOCUMENT NUMBER 080123	DATE 8/1/2023	AMOUNT Recognition Award	AMOUNT PAID	DISCOUNT	NET \$10,000.00
					\$10,000.00

COMMENT

2475

OKLAHOMA MUNICIPAL ASSURANCE GROUP

LIABILITY PLAN - GENERAL
3650 S. BOULEVARD
EDMOND, OK 73013-5581
(405) 657-1400

KIRKPATRICK BANK
EDMOND, OK 73083
86-146/1030

DATE
8/1/2023

AMOUNT
\$10,000.00

PAY Ten Thousand Dollars and 00 Cents

TO THE
ORDER
OF
CITY OF BIXBY
PO BOX 70
BIXBY OK 74008-0070


AUTHORIZED SIGNATURE

FD Security features. Details on back.

⑈002475⑈ ⑆103001469⑆ 10245535⑈

OMAG Training Videos on YouTube

<https://www.youtube.com/@OmagOrg/videos>

[OAMA - Open Meeting Act \(part one\) https://www.youtube.com/watch?v=VCQwpszyxl8](https://www.youtube.com/watch?v=VCQwpszyxl8)

[OAMA - Open Meeting Act \(part two\) https://www.youtube.com/watch?v=BdiUEWz4vMs](https://www.youtube.com/watch?v=BdiUEWz4vMs)

[OAMA - Open Meeting Act \(part three\) https://www.youtube.com/watch?v=MFhNqRIZ2gs](https://www.youtube.com/watch?v=MFhNqRIZ2gs)

[OAMA - Open Meeting Act \(part four\) https://www.youtube.com/watch?v=A7P-sn6aRsc](https://www.youtube.com/watch?v=A7P-sn6aRsc)

[OAMA - Zoning & Planning \(part 1\) https://www.youtube.com/watch?v=bq1K1G37P0I](https://www.youtube.com/watch?v=bq1K1G37P0I)

[OAMA Spring Conference 2023: Larry Curtis - Planning & Zoning
https://www.youtube.com/watch?v=5AwtnAMYqSs](https://www.youtube.com/watch?v=5AwtnAMYqSs)

[OAMA Spring Conference 2023: Eric Janzen - Best Practices and Litigation
https://www.youtube.com/watch?v=fYE07bXiAio](https://www.youtube.com/watch?v=fYE07bXiAio)

[2023 OAMA Spring Conference: Jeff Sabin - Local Economic Development
https://www.youtube.com/watch?v=wMBgNUB8X7Q](https://www.youtube.com/watch?v=wMBgNUB8X7Q)

[OAMA - Collective Bargaining https://www.youtube.com/watch?v=EimIY_wOMyU](https://www.youtube.com/watch?v=EimIY_wOMyU)

[OMAG IT Expo 2022: City Walkability with AR https://www.youtube.com/watch?v=t-WusO9sSvU](https://www.youtube.com/watch?v=t-WusO9sSvU)

[OAMA - The Oklahoma Open Records Act: A Brief Overview
https://www.youtube.com/watch?v=eOwQGe3USm8](https://www.youtube.com/watch?v=eOwQGe3USm8)

[OAMA - Municipal Ethics https://www.youtube.com/watch?v=NGw9awHNVBo](https://www.youtube.com/watch?v=NGw9awHNVBo)

[CMAO OMAG Open Meetings Act Presentation https://www.youtube.com/watch?v=JNH7xR87St8](https://www.youtube.com/watch?v=JNH7xR87St8)

[CMAO OMAG Municipal Tort Claims Presentation https://www.youtube.com/watch?v=i2Pbnkb3G2E](https://www.youtube.com/watch?v=i2Pbnkb3G2E)

[Active Shooter Preparedness https://www.youtube.com/watch?v=AtECiALg_bU](https://www.youtube.com/watch?v=AtECiALg_bU)

[OMAG - Worker Compensation Reform https://www.youtube.com/watch?v=2SM3j0DGEol](https://www.youtube.com/watch?v=2SM3j0DGEol)

[Critical Incident Response https://www.youtube.com/watch?v=SpLd_quvX2s](https://www.youtube.com/watch?v=SpLd_quvX2s)

[Emergency Vehicle Operations https://www.youtube.com/watch?v=L9ODnIBsq40](https://www.youtube.com/watch?v=L9ODnIBsq40)

STABILITY TEST

Part 1 – Financial Stability

Does your city have enough money to operate? (circle the number that best fits your city)

- 10. Yes, we have a written policy that requires at least 20% of the general fund as a reserve and fully fund the reserve.
- 5. We don't have a written policy but maintain more than 10% of the general fund as a reserve.
- 1. We are lucky to make payroll and regularly are concerned about it.

Part 2 – Governing Body Stability

How stable is your governing body? (circle the number that best fits your city)

- 10. We have great, well informed and engaged elected officials; when we have had elections in recent years, most candidates have been well qualified.
- 5. The majority is good, but the bad ones are very bad.
- 1. I wish we could get a completely new group, as I don't think any of them are qualified to make decisions for the City.

Part 3 - Meetings

How good are your meetings? (circle the number that best fits your city)

- 10. Professional, business like and a joy to attend – I hate to miss one because we all enjoy the work we do for the City.
- 5. Boring, not much accomplished, but nothing bad happens.
- 1. Our meetings are miserable; arguing, staff at odds with the elected officials, out of control public – I wish I never had to attend another one.

Part 4 - Employees

How good is your workforce? (apply a rating from between 10 and 1)

- 10. Our employees work very hard, care about the city, enjoy their work, and are proud they work for the city.
- 5. Our employees mean well, may not work as hard as the private sector, don't get paid enough, but get by.
- 1. Most of our employees do not like their job, we have lots of turnover, get many claims (workers comp, discrimination, etc.), and we have a difficult time attracting good employees.

Part 5 – What does the public think of your city?

What does the public think about your city? (apply a rating from between 10 and 1)

10. We have very little public input at meetings as the public seems to trust our elected officials to make good decisions; we seldom have a disgruntled citizen appear at a meeting, and when we do, the discussion is civil and respectful. The City has a good reputation and is seen as a leader in the region.

5. The public doesn't seem to care what we do and does not pay much attention to what we are doing.

1. There seems to be little or no public confidence in the decisions made by the city; we continually have disgruntled citizens appearing at meetings and criticizing how we do business.

Part 6 – How well do you handle a crisis?

What well does your city handle a crisis? (apply a rating from between 10 and 1, with 10 being the best possible)

10. We come together as a team, we work very hard, we are not afraid to ask for help and we have other entities offer to help us; after the crisis is over, we evaluate how well we handled the event and strive to do better next time. We never engage in the blame game.

5. We stumble through.

1. We live in crisis, are always dealing with everyone trying to blame everyone else, and can't manage or plan for anything.

Part 7 – Economic Development

How active are you with economic development? (apply a rating from between 10 and 1, with 10 being the best)

10. We are continually working on economic development projects, are very optimistic that better times are ahead, that we can complete a good project, and are always trying to get economic growth.

5. If something comes along, we try to help.

1. We have not pursued an economic development project in years, have not had any growth, and are simply trying to hold on to what we've got – it is difficult to have hope for the future.

Part 8 – Planning and Goal Setting

How well do you plan and set goals for city projects? (apply a rating from between 10 and 1, with 10 being the best)

10. The elected officials, administration and all staff work well to create well defined goals of the city that we all work to accomplish.

5. Every once in a while, we get around to talking about a project we want to accomplish; we even follow through on some of them.

1. We're lucky to get our jobs done day to day; we have no plan for next week, much less next year; everyone just does their own thing.

Part 9 – Administration

How stable has your upper management been? (apply a rating from between 10 and 1, with 10 being the best)

10. Management has been stable for a long time; we have found a way to work together, to set goals, to communicate well, and it has ensured continuity in management. If we do have turnover, we attract good candidates because the city is a good place to work for its administrator.

5. Our leadership changes regularly and we readjust and take a new direction to how we approach city business; sometimes it improves and sometimes it doesn't.

1. The administrative leadership of the city is constantly changing, whether it needs to or not; administrators have not been treated well in the past, are underpaid, and really don't want to work in my city.

Part 10 - Communication

How well do you communicate with each other? (apply a rating from between 10 and 1, with 10 being the best)

10. Everyone, from elected officials to the lowest staff, is well informed about the major activities of the city; we all are able to speak our mind, and there are no secrets amongst the elected officials and staff, as all feel free to express their opinion without fear of retribution.

5. We get random information, hit and miss, with no continuity.

1. We have no idea what is going on with the city; the elected officials and administration only meet when required; staff many times has no idea about what is going on with major projects.

Score Sheet (Rate each 1-10, with 10 being the best or most stable score)

- | | |
|------------------------------|-------|
| 1. Financial Stability | _____ |
| 2. Governing Body Stability | _____ |
| 3. Meetings | _____ |
| 4. Employees | _____ |
| 5. Public Image | _____ |
| 6. Crisis Management | _____ |
| 7. Economic Development | _____ |
| 8. Planning and Goal Setting | _____ |
| 9. Administration | _____ |
| 10. Communication | _____ |
| TOTAL | _____ |

HOW STABLE IS YOUR CITY?

How to improve your scores:

1. FINANCIAL STABILITY

- a. Create a written policy that establishes financial goals for the city, approved by council resolution that gives clear direction to staff
- b. Determine an appropriate reserve policy with realistic goals
- c. Clear, simple monthly reports to elected officials

2. GOVERNING BODY STABILITY

- a. Annual training, including training to staff and the elected officials about meeting protocol.
- b. Create an elected official handbook
- c. Regular meetings with staff to ensure that all are working on the projects that are important
- d. Code of ethics for the elected officials
- e. Best Practices resolution for oversight
- f. Professionalism will attract professionals
- g. Does your Mayor know the role the Mayor should have in your form of government?
- h. Develop a transition training program for newly elected officials that is consistent and complete.

3. MEETINGS

- a. Respect for fellow elected officials
- b. Business meetings
- c. Clear meeting rules
- d. A good balance of public input limited to agenda topics

4. EMPLOYEES

- a. How do you instill pride in their work?
- b. Improve uniforms/appearance with employee input.
- c. Good salary and benefits
- d. A sense of being a part of a team that works toward a common goal
- e. Do you show appreciation to your employees?

5. PUBLIC IMAGE

- a. Good meetings
- b. What do your city properties look like
- c. What does your city equipment look like
- d. Do you distribute public information (newsletter; email list) that gets the good news of the city out to the public
- e. Do you show appreciation to your vendors?
- f. Do you pay on time?
- g. Customer Service training
- h. Create a list of what your city does well and get the message out!

6. CRISIS MANAGEMENT

- a. Understand everyone's role
- b. Understand operations before an event
- c. Have elected officials toured emergency management facilities and understand who is in charge during various emergencies?

7. ECONOMIC DEVELOPMENT

- a. Have you set goals for economic development
- b. Does the city own land for development
- c. Does your city have an economic development director or contract

8. PLANNING AND GOAL SETTING

- a. Annual or regular goal setting meetings with written results
- b. Short term and long range planning
- c. Clear communication about goals

9. ADMINISTRATION

- a. Identify strengths and a good working relationship
- b. Communication about expectations
- c. Best Practices for oversight
- d. Build trust and maintain trust between the elected officials and administration.

10. COMMUNICATION

- a. Create a communication system that is agreed to, that may include:

- Weekly reports
- Annual report
- City newsletter
- Employee newsletter
- Email of important events
- b. Council committees
- c. Informal time with elected officials for management



AN EXPLANATION OF OMAG COVERAGES

1) BODILY INJURY & PROPERTY DAMAGE - Coverage A & B

This coverage protects the municipality, its employees and elected officials from Bodily Injury and Property Damage claims filed against the municipality by a third party.

2) PERSONAL INJURY - Coverage C

This coverage protects the municipality, its employees and elected officials from claims filed against the municipality by a third party for injury including emotional distress, inconvenience, annoyance, etc.

3) ERRORS & OMISSIONS - Coverage D

This coverage protects the municipality, its employees and elected officials from claims filed against the municipality by a third party for Errors and Omissions involving alleged breach of duties as defined in the plan document.

4) AUTOMOBILE LIABILITY - Coverage E & F

This coverage protects the municipality, its employees and elected officials against Bodily Injury, Personal Injury and Property Damage claims filed against the municipality by a third party arising from the operation of the municipality's insured/scheduled autos.

5) HIRED AND NON-OWNED AUTO LIABILITY

Automobile liability coverage is extended to claims filed on vehicles that are not owned by the municipality but are used in the conduct of the operation of the municipality. This coverage applies to claims on an excess basis over the automobile owner's policy.

6) AUTOMOBILE PHYSICAL DAMAGE - Coverage G

This coverage protects the municipality for damage to their own autos. The auto schedule will indicate coverages provided such as: comprehensive, specified perils, or collision. The deductible will be listed on the auto schedule.

7) HIRED AUTO PHYSICAL DAMAGE

Auto Physical Damage coverage is extended to hired autos that are leased, hired, rented, or borrowed on behalf of the named planned member, provided that such autos are not owned by an employee or agent of the named plan member. However, hired autos does not mean autos loaned to a plan member for more than thirty (30) days for police and fire.

8) EQUIPMENT PHYSICAL DAMAGE - Coverage H

This coverage protects the municipality for damage to their scheduled equipment. The equipment must be listed on the auto/miscellaneous equipment or the mobile equipment schedule for coverage to apply. Deductibles will be shown on each schedule.

9) POLLUTION DAMAGE - Coverage I

This coverage provides legal liability protection for claims filed against the municipality for property damage and clean-up expenses resulting from a covered pollution incident as defined in the plan document.

**10) DEFENSE REIMBURSEMENT FOR INVERSE CONDEMNATION,
ANNEXATION/DEANNEXATION, ZONE AND**

BOARD OF ADJUSTMENT MATTERS – Coverage J

This coverage will reimburse a plan member for 50% of its legal expenses and costs up to a maximum of \$10,000 after the plan member has paid \$5,000 in accordance with the plan document.

11) CYBER LIABILITY AND DATA BREACH RESPONSE – COVERAGE K

This coverage provides protection against electronic data breaches and the response associated with the breach. This coverage is provided in a separated plan document.

**12) LEGAL DEFENSE COVERAGE FOR WORKERS' COMPENSATION RETALIATION CLAIMS –
Coverage L**

This coverage provides, at the member's request and acceptance, legal defense only (no indemnification for damages) for retaliation claims filed under the Workers' Compensation Statutes to the extent the claim is not eligible for coverage under any other coverage.



3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

**Municipal Liability Protection Plan
Declarations Page**

1. PLAN MEMBER: **City of Bixby** AGREEMENT NUMBER : **GLA140043607**
Mailing Address: P.O. Box 70
Bixby, Oklahoma 74008-0070
2. Plan Period From 7/1/2023 to 7/1/2024 **12:01 A.M. Central Standard Time**
3. The Coverage afforded by this agreement is only with respect to the following coverages as are indicated by specific limits of coverage, for which a premium is charged.

COVERAGE

GENERAL LIABILITY (PARTS I, IV, V and VI)

- A. Bodily Injury B. Property Damage
C. Personal Injury D. Errors and Omissions
[] Prior Acts Coverage

PREMIUM

Coverages A,B,C,D, I, J, L

\$76,105

AUTOMOBILE LIABILITY (PART II)

- E. Bodily and Personal Injury F. Property Damage

Coverages E,F

\$15,558

- [X] Hired and Non-owned Automobile Coverage

Hired and Non-Owned

\$47

AUTOMOBILE & EQUIPMENT PHYSICAL DAMAGE (PART III)

- G. Automobile Physical Damage
1. Comprehensive }
2. Specified Perils } Per Fleet Schedule
3. Collision }

Coverage G

\$37,979

- [X] Hired Auto Physical Damage Limit: \$150,000

- H. Equipment Physical Damage – Per equipment schedule

Coverage H

- [X] Mobile Equipment

\$1,489

- [X] Auto/Misc. Equipment Blanket Limit: \$2,273,197

\$3,151

- [X] Mobile Equipment Leased/Rented Limit: \$100,000

\$175

CYBER LIABILITY AND DATA BREACH RESPONSE COVERAGE (VI)

- K. See Cyber/Data Breach DEC

Coverage K

\$1,350

4. **Limits of Liability, subject to the GOVERNMENTAL TORT CLAIMS ACT: A,B,E,F**

Total Premium

- \$125,000 Each Other Loss Per Occurrence **Coverages A,E**
\$25,000 Each Property Damage Loss Per Occurrence, including Fire Legal **Coverages B,F**
\$1,000,000 Aggregate Per Occurrence **Coverages A,B,E,F (No Annual Aggregate)**

\$135,854

Limits of liability not subject to the OKLAHOMA GOVERNMENTAL TORT CLAIMS ACT: C,D,K

- \$1,000,000 Each Other Loss Per Occurrence **Coverages C,D**
\$2,000,000 Annual Aggregate **Coverages C,D**
See Cyber DEC Cyber/Data Breach Coverage

5. **DEDUCTIBLES**

- Coverages A,B,E,F: No Deductible, except sanitary sewer overflows and electrical disruptions,
which are subject to the Deductible of C & D.

- Coverages C,D: **\$1,000** Per Occurrence

- Coverages G,H: Per Schedule

- Coverage K: Per Applicable Cyber/Data Breach Deductible **(SEE EXHIBIT E)**

6. This agreement is composed of this Declaration Page, the MLPP Document, Schedules, Forms and Endorsements, if any.

EXHIBIT E

**BREACH RESPONSE SUPPLEMENTAL
DECLARATIONS**

THIS ENDORSEMENT'S LIABILITY INSURING AGREEMENTS PROVIDE COVERAGE ON A CLAIMS MADE AND REPORTED BASIS AND APPLY ONLY TO CLAIMS FIRST MADE AGAINST THE INSURED DURING THE ENDORSEMENT PERIOD OR THE OPTIONAL EXTENSION PERIOD (IF APPLICABLE) AND REPORTED TO US IN ACCORDANCE WITH THE TERMS OF THIS ENDORSEMENT. AMOUNTS INCURRED AS CLAIMS EXPENSES UNDER THIS ENDORSEMENT WILL REDUCE AND MAY EXHAUST THE LIMIT OF LIABILITY AND ARE SUBJECT TO RETENTIONS. CERTAIN COVERAGES REQUIRE OUR PRIOR CONSENT OR APPROVAL. PLEASE READ THIS ENDORSEMENT CAREFULLY.

Named Insured: OKLAHOMA MUNICIPAL ASSURANCE GROUP
Named Insured Address: Edmond, Oklahoma

Endorsement Period: Please see page 1 of your MLPP Declarations.

	Aggregate Limit	Retention
Endorsement Aggregate Limit of Liability:	\$100,000	
First Party Loss		
Business Interruption Loss:	\$15,000	each incident \$2,000
Cyber Extortion Loss:	\$15,000	each incident \$2,000
Data Recovery Costs:	\$15,000	each incident \$2,000
Reputational Loss:	\$5,000	each incident \$0
Liability		
Data & Network Liability:	\$100,000	each Claim \$2,000
Regulatory Defense & Penalties:	\$10,000	each Claim \$2,000
Payment Card Liabilities & Costs:	\$5,000	each Claim \$2,000
Media Liability:	\$100,000	each Claim \$2,000
E-Crime		
Fraudulent Instruction	\$10,000	each Claim \$2,000
Funds Transfer Fraud	\$10,000	each Claim \$2,000
Telephone Fraud	\$10,000	each Claim \$2,000
Criminal Reward	\$10,000	each Claim \$2,000

Breach Response Aggregate Limit of Coverage

In addition to the Endorsement Aggregate Limit of Liability

Breach Response :	\$75,000	each incident \$0
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<u>Pool Aggregate Limit:</u>	<u>\$5,000,000</u>
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3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

Municipal Property Protection Plan
Declarations Page

1. PLAN MEMBER: **City of Bixby** AGREEMENT NUMBER: **PRO140040407**
Mailing Address: P.O. Box 70
Bixby, Oklahoma 74008-0070
2. Plan Period From 7/1/2023 to 7/1/2024 **12:01 A.M. Central Standard Time**
3. The Coverage afforded by this agreement is only with respect to the following coverages as are indicated by specific limits of coverage, for which a premium is charged.

COVERAGE

PREMIUM

COMMERCIAL PROPERTY COVERAGE

Buildings and Business Personal Property, per schedule	Limit: \$62,826,172	\$145,778
Mobile Equipment, per schedule	Limit: \$	\$
Leased/Rented Equipment	Limit: \$	\$
Miscellaneous Equipment, per schedule	Limit: \$	\$
Fine Arts, per schedule	Limit: \$	\$

EXCESS COVERAGE

Business Income	\$ per occurrence	\$ per location	\$
Accounts Receivable	\$ on premises	\$ off premises	\$
Valuable Papers	\$ on premises	\$ off premises	\$
Theft/Disapp/ Destr	\$ inside	\$ outside	\$
Earth Movement (Subject to \$100,000 Deductible)	Excess Limit:		\$

EQUIPMENT BREAKDOWN COVERAGE

Excluding Electrical Power Generating Equipment, per schedule	Included
Including Electrical Power Generating Equipment, per schedule	Excluded

Total Premium

\$145,778

4. LIMITS, per Supplemental Coverage Declarations, Equipment Breakdown Declarations and other schedules.
5. DEDUCTIBLES, per Supplemental Coverage Declarations, Equipment Breakdown Declarations and other schedules.
6. This agreement is composed of this Declaration Page, Equipment Breakdown Declarations, Schedules, Forms and Endorsements, if any.

Issue Date: **March 25, 2024**



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WORKERS' COMPENSATION DECLARATION

Policy Number: WCV140001907

Policy Period: From 7/1/2023 To 7/1/2024

12.01 A.M. Standard Time at the Named Insured's Address

Company: CompSource Mutual Insurance Co.

Policy Number: 03423662

Named Insured and Address:

City of Bixby

P.O. Box 70

Bixby, OK 74008-0070

Agent:

OMAG

3650 S. BOULEVARD

EDMOND OK 73013

Telephone: 405-657-1400

Business Description: STANDARD PLAN

Type of Business: Municipality

This notice is to inform you that CompSource Mutual Insurance Company has accepted coverage for you for workers' compensation as a member of OMAG in accordance with the general coverage limits below. This notice is issued as a matter of information only and does not represent all the terms and conditions of coverage under this policy.

COVERAGES

WORKERS' COMPENSATION INSURANCE

Includes Part One and applies to the workers' compensation law of the State of Oklahoma.

EMPLOYERS' LIABILITY INSURANCE

Includes Part Two and applies to work in the State of Oklahoma. Limits of liability under Part Two:

- Bodily Injury by Accident: \$100,000 Each Accident
- Bodily Injury by Disease: \$100,000 Each Employee
- Bodily Injury by Disease: \$500,000 Policy Limit

PREMIUM

Net Premium: \$192,164.00

OMAG Admin. Fee: \$20,946.00

Total Premium: \$213,110.00

As a member of OMAG's Workers' Compensation Plan, you are entitled to claims processing services for losses occurring during the policy period, per the terms of the "Application and Agreement" entered into with OMAG.

Executive Director, OMAG

Date: 5/30/2023



Public Hearing Fiscal Year 2024-2025 Proposed Budget

City of Bixby
May 13, 2024

**PUBLIC HEARING
CITY OF BIXBY**

The City Council of the City of Bixby will hold a public hearing in conjunction with the regularly scheduled Council meeting, beginning at 6:00 p.m. on Monday, May 13, 2024 in the Bixby Municipal Building. The purpose of the hearing is to receive written or oral comments and for holding open discussions including answering questions on the City's budget for Fiscal Year 2024/2025. The following is a summary of the proposed budget. The proposed budget will be available for public inspection in City Hall during normal working hours.

**CITY OF BIXBY FUND SUMMARY
2024-2025 PROPOSED BUDGET**

ESTIMATED REVENUES

Fund	Taxes	Charges for Services	Fines and Forfeitures	Licenses and Permits	Miscellaneous	Interfund Transfers In	Total Estimated Revenues
General Fund	\$ 11,364,456	2,000,000	334,530	910,412	538,220	1,858,462	\$ 17,006,080
Sales Tax Personnel Fund	1,216,182	-	-	-	15,000	-	1,231,182
Street and Alley Fund	235,000	-	-	-	30,000	885,000	1,150,000
Capital Improvement Fund	6,387,655	-	-	-	150,000	4,483,462	11,021,117
Fishing License Fund	-	-	-	5,000	350	-	5,350
Downtown River Corridor Fund	1,684,418	-	-	-	8,500	-	1,692,918
Sewer System Improvement Fund	3,648,546	-	-	-	10,000	1,042,186	4,700,732
Disaster Recovery Reserve Fund	-	-	-	-	15,000	1,000,000	1,015,000
Park Fund	1,945,891	62,000	-	-	20,000	-	2,027,891
Stormwater Management Fund	-	-	-	761,275	226,000	625,000	1,612,275
Water and Sewer Development Fund	-	-	-	300,000	200,000	-	500,000
E-911 Fund	-	-	-	194,500	500	-	195,000
WWTP Fund	-	-	-	-	392,887	4,312,214	4,705,101
Fry Creek Maintenance	-	-	-	-	10,000	200,000	210,000
Economic Development Fund	175,000	-	-	-	18,000	500,000	693,000
Debt Service	7,332,000	-	-	-	10,000	-	7,342,000
Rural Fire	-	-	-	22,500	-	7,000	29,500
Cemetery Care Fund	-	30,000	-	-	3,000	-	33,000
Cemetery Beautification Fund	-	-	-	-	650	-	650
Cemetery Maintenance Fund	-	20,000	-	-	200	50,000	70,200
Police Asset Forfeiture - Federal	-	-	-	-	50,000	-	50,000
Police Asset Forfeiture - State	-	-	-	-	45,000	-	45,000
Alive at 25 Fund	-	5,580	-	-	-	-	5,580
SWAT Mutual Fund	-	-	-	-	40,000	-	40,000
TIF Project Fund	10,000	-	-	-	-	-	10,000
General Obligation Bond Funds	-	-	-	-	2,820,500	3,000,000	5,820,500
Bixby Public Works Authority	-	13,319,250	-	-	74,000	5,422,591	18,815,841
Use of Fund Balance	-	-	-	-	106,778,989	-	106,778,989
	\$ 33,999,148	\$ 15,436,830	\$ 334,530	\$ 2,193,687	\$ 111,456,796	\$ 23,385,915	\$ 186,806,906

Total

ESTIMATED EXPENDITURES							
Fund or Department	Personal Services	Materials and Supplies	Services and Charges	Capital Outlay	Debt Service	Interfund Transfers Out	Total Estimated Expenditures
General Fund						4,858,462	\$ 4,858,462
Administration	\$ 620,898	180	12,990	-	-	-	634,068
Legal Department	132,875	9,000	10,297	-	-	-	152,172
Municipal Court	101,937	1,000	19,950	-	-	-	122,887
Community Service	4,000	2,750	2,815	-	-	-	9,565
General Government	209,234	34,550	653,560	-	-	-	897,344
Development Services	755,880	39,540	53,200	-	-	-	848,620
Police Department	4,700,611	521,839	481,817	-	-	-	5,704,267
Fire Department	4,793,235	578,647	409,781	-	-	-	5,781,663
Street Department	638,977	160,500	160,752	-	-	-	960,229
Cemetery Department	105,256	-	-	-	-	-	105,256
Emergency Services	4,100	27,500	60,905	-	-	-	92,505
Sales Tax Personnel Fund - Police Dept.	684,960	-	-	-	-	-	684,960
Sales Tax Personnel Fund - Fire Dept.	790,246	-	-	-	-	-	790,246
Sales Tax Personnel Fund - Street Dept.	179,230	-	-	-	-	-	179,230
Street and Alley Fund	-	17,500	3,720,000	-	-	-	3,737,500
Capital Improvement Fund	-	-	-	13,723,709	-	4,405,462	18,129,171
Fishing License Fund	-	-	55,000	7,170	-	-	62,170
Downtown River Corridor Fund	-	-	1,600,000	-	895,988	-	2,495,988
Sewer System Improvement Fund	-	-	-	-	-	3,648,546	3,648,546
Park Fund	947,161	291,153	242,445	-	-	385,000	1,865,759
Stormwater Management Fund	-	6,488,896	10,000	-	-	200,000	6,698,896
Water and Sewer Development Fund	-	15,235,000	-	-	-	-	15,235,000
E-911	-	-	145,736	40,000	-	60,000	245,736
WWTP Fund	-	422,500	1,535,000	2,700,000	2,362,214	-	7,019,714
Fry Creek Maintenance	-	1,000,000	100,000	-	-	-	1,100,000
Economic Development Fund	128,271	157,905	334,454	-	-	-	620,630
Debt Service	-	-	-	-	8,206,194	-	8,206,194
Rural Fire	-	10,000	-	-	-	-	10,000
Cemetery Care Fund	-	163,500	-	-	-	-	163,500
Cemetery Beautification Fund	-	650	-	-	-	-	650
Cemetery Maintenance Fund	-	30,100	69,150	-	-	-	99,250
Police Asset Forfeiture - Federal	-	50,000	-	-	-	-	50,000
Police Asset Forfeiture - State	-	45,000	-	-	-	-	45,000
Alive at 25 Fund	-	15,000	-	-	-	-	15,000
SWAT Mutual Fund	-	40,000	-	-	-	-	40,000
General Obligation Bond Funds	-	-	-	61,379,770	-	-	61,379,770
Bixby Public Works Authority	3,177,999	412,500	5,782,169	14,675,000	240,845	9,828,445	34,116,958
	\$ 17,974,870	\$ 25,755,210	\$ 15,460,021	\$ 92,525,649	\$ 11,705,241	\$ 23,385,915	\$ 186,806,906

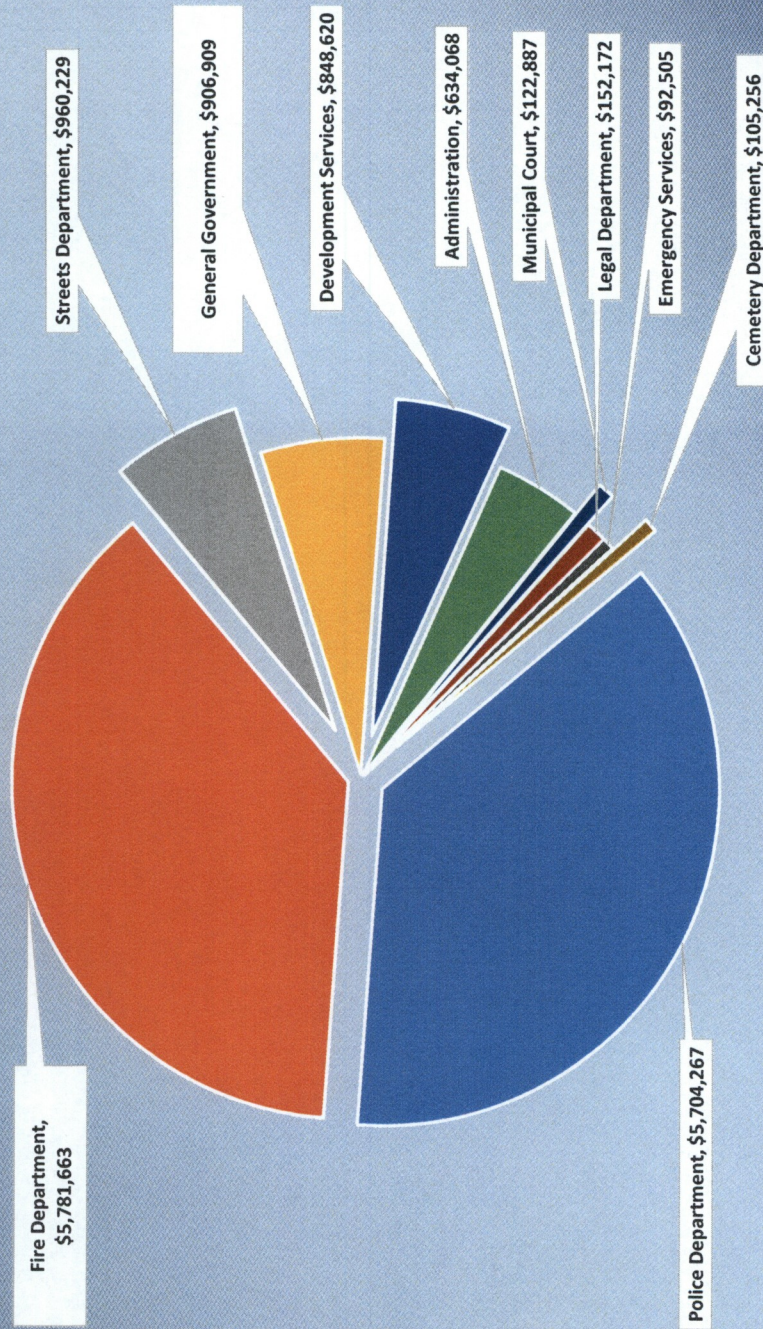
General Fund, By Purpose FY-25 Estimated Budget Proposal

<u>Purpose:</u>	<u>Amount</u>	<u>% of Total</u>
Property & Casualty, Health Insurance & Dental Premiums, Misc.	\$2,721,452	17.78%
Maintain Public Safety Operations	7,762,339	50.71%
Add Full Year of Ambulance Operations	1,016,223	6.64%
Maintain Administration and General Government Operations	1,630,204	10.65%
Maintain Court Operations	250,189	1.63%
Maintain Street Operations	745,006	4.87%
Maintain Cemetery Operations	67,106	0.44%
Add New Compensation: (Raises); (5 New Positions); (Wage+FICA+Med Tax+Pension Increase) Estimated - All Depts	1,116,057	7.29%
Total Proposed General Fund Expenditures Budget	\$15,308,576	100.00%

**General Fund, By Department
FY-25 Preliminary Proposed Budget**

<u>Department:</u>	<u>Amount</u>	<u>% of Total</u>
Police Department	\$5,704,267	37.26%
Fire Department	5,781,663	37.77%
Streets Department	960,229	6.27%
General Government	906,909	5.92%
Development Services	848,620	5.54%
Administration	634,068	4.14%
Municipal Court	122,887	0.80%
Legal Department	152,172	0.99%
Emergency Services	92,505	0.60%
Cemetery Department	105,256	0.69%
Total Proposed General Fund Expenditures Budget	\$15,308,576	100.00%

General Fund - By Department
FY-25 Preliminary Proposed Budget



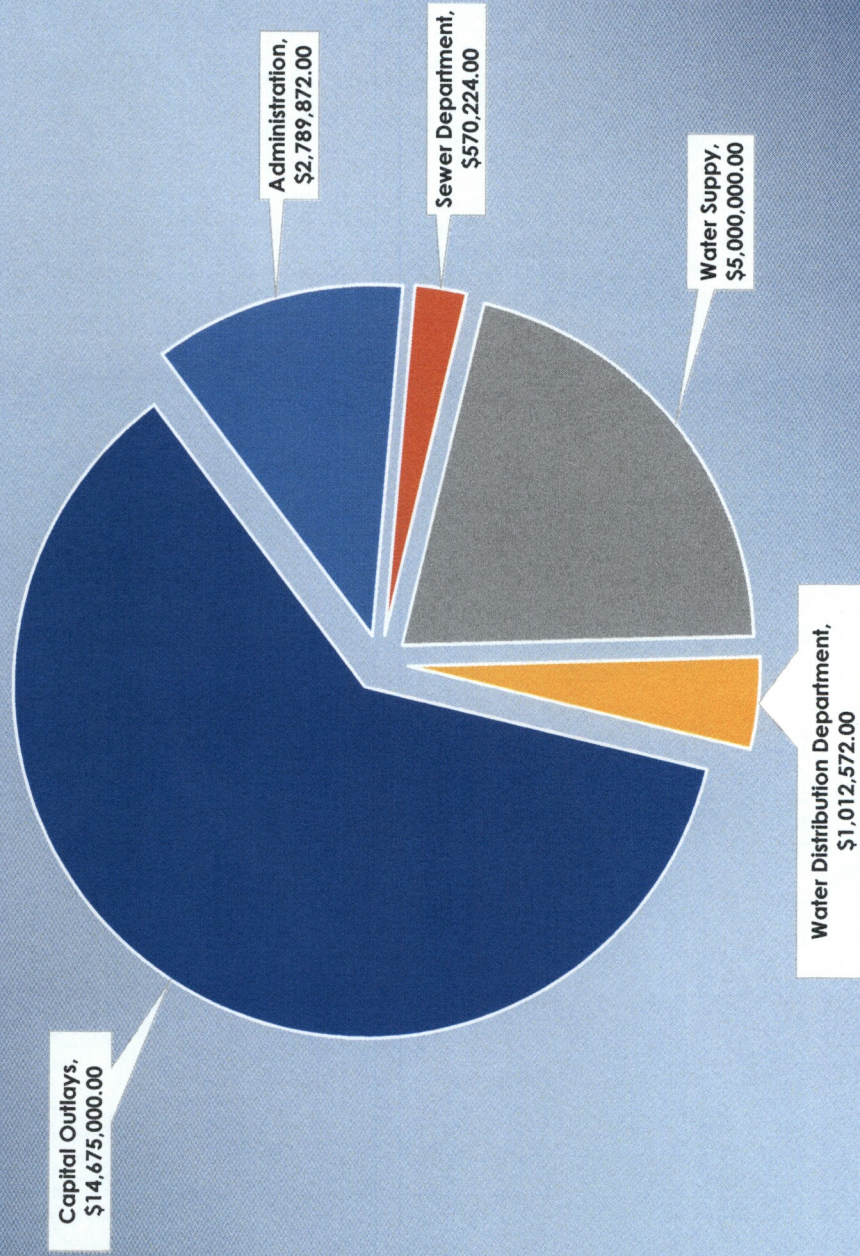
**Bixby Public Works Authority Fund, By Purpose
FY-25 Preliminary Proposed Budget**

<u>Purpose:</u>	<u>Amount</u>	<u>% of Total</u>
Property & Casualty, Health Insurance & Dental Premiums, Misc.	\$929,241	3.86%
Maintain Personnel Services	2,135,797	8.88%
Materials, Supplies and Services	1,194,669	4.97%
Cost of Water Supply	5,000,000	20.79%
Capital Improvements	14,675,000	61.02%
New Compensation (Raises)	112,961	0.47%
Total Proposed BPWA Fund Expenditures Budget	\$24,047,668	100.00%

**Bixby Public Works Authority Fund, By Department
FY-25 Preliminary Proposed Budget**

<u>Department:</u>	<u>Amount</u>	<u>% of Total</u>
Administration	\$2,789,872	11.60%
Sewer Department	570,224	2.37%
Water Supply	5,000,000	20.79%
Water Distribution Department	1,012,572	4.21%
Capital Outlays	14,675,000	61.02%
Total Proposed BPWA Fund Expenditures Budget	\$24,047,668	100.00%

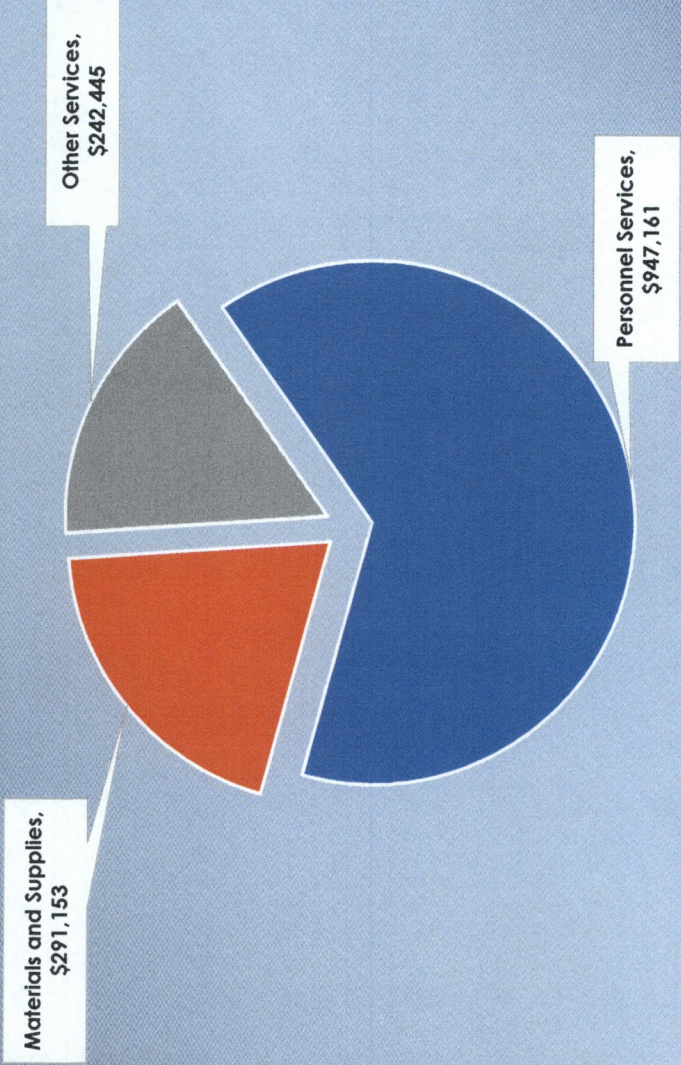
BPWA Fund - By Department
FY-25 Preliminary Proposed Budget



Parks Department - By Purpose FY-25 Preliminary Proposed Budget

<u>Purpose:</u>	<u>Amount</u>	<u>% of Total</u>
Personnel Services	\$841,742	56.85%
Materials and Supplies	291,153	19.66%
Other Services	242,445	16.37%
New Compensation (Raises); Three New Full Time and Three New Part Time Employees)	105,419	7.12%
Total Proposed Parks Fund Expenditures Budget	\$1,480,759	100.00%

**Parks Department Fund - By Purpose
FY-25 Preliminary Proposed Budget**



Questions?

After the public hearing tonight, if you have any questions or comments about the Fiscal Year 2024/2025 budget, you can submit them through the City's website Contact Function – Staff Directory – then choose the Finance Department

www.bixbyok.gov/formcenter/Contact-Us-4/Contact-Staff-Member-44