City of Bixby
Bixby Public Works Authority
Meeting Agenda

Monday, June 10, 2024	**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 from Bixby Public Works Meeting 05/28/24.

2) Consider and/or approve annual maintenance with Tyler Technologies (INCODE) for FY-25 the amount of $34,356.86 (BPWA's portion).

3) Consider and/or approve FY25 Oklahoma Municipal League service Fees in the amount of $13,651.30 (BPWA portion).

4) Consider and/or approve Worker's Compensation Insurance renewal for FY-24 in the amount of $11,106.36 (BPWA portion of total bill after FY24 Workers Comp escrow is applied).

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

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 June 7, 2024, on or before 5:00 p.m., at City Hall, 116 W. Needles Avenue, 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.

Consent Agenda Item Commentary

Item Title

Minutes from Bixby Public Works Meeting 05/28/24.

Initiator

Staff Information Source

Background

Exhibits

1. BPWA Minutes 05.28.24

Key Issue

Council Action

Recommendation

Item No: 1.

Meeting Date

June 10, 2024

Meeting

20240610 Bixby Public Works Authority Agenda

Bixby Public Works Authority Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
May 28, 2024 at 6:00 PM

The agenda for the regularly scheduled meeting of the Bixby Public Works Authority of the city of Bixby was posted on the bulletin board at City Hall, 116 West Needles Avenue, Bixby, Oklahoma on May 24, 2024, on or before 5:00 p.m.

Call to Order

Mayor Guthrie called the meeting to order at 7:23pm

Roll Call

Consent Agenda

1) Minutes from Bixby Public Works Meeting 05/13/2024.

2) Consider and/or take action to approve a purchase order to the Oklahoma Municipal Assurance Group for the renewal of BPWA's property insurance in the amount of $88,490.00 (BPWA's portion of the total bill).

3) Consider and/or take action to approve a purchase order to the Oklahoma Municipal Assurance Group for renewal of the city's general liability and automobile insurance in the amount of $46,097.20 (BPWA's portion of total bill).

   Mayor Guthrie said Item 1-3 on the Consent Agenda is up for discussion and consideration.

   Mayor Guthrie asks for a motion to approve item 1-3. 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, Schultz, Girard, Guthrie
   Nays: 0

Regular Agenda

1) Discussion, consideration, and possible vote for approval of the Fiscal Year (FY) 2025 budget, including budget resolution.

   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:

   Mayor Guthrie asks for a motion to approve item 1. Councilor Girard made a motion to approve, seconded by Councilor Hirshey. The vote was taken with the following results:

   Carried:5-0

Ayes: Girard, Revelis, Hirshey, Founds, Guthrie
Nays: 0

2) Discussion, consideration, and possible vote for approval of an amendment to the contract with CH2M HILL Engineers, Inc., a subsidiary of Jacobs Engineers, to perform the Operations and Maintenance (O&M) of the Bixby Water Reclamation Facility for FY25 with a fee of $853,358 and $45,000 Repair Allowance.

Mayor Guthrie said Item 2 on the Regular Agenda is up for discussion and consideration.
Item presented by Bea Aamodt, Public Works Director
Others who spoke:

Bea gave an overview of the Water Reclamation project funds. Further discussions were held as to the fees from last year's budget.

Mayor Guthrie asks for a motion to approve item 2. 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, Scultz, Girard, Guthrie
Nays: 0

3) 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.

Mayor Guthrie says no new business.

4) Adjournment

An adjournment was called at 7:28 pm.

_____
Mayor

_____
City Clerk

Consent Agenda Item Commentary

Item Title

Consider and/or approve annual maintenance with Tyler Technologies (INCODE) for FY-25 the amount of $34,356.86 (BPWA's portion).

Initiator

Charles Barnes

Staff Information Source

Charles Barnes

Background

This is the annual renewal for INCODE to provide maintenance for utility billing and accounting software. This includes unlimited phone assistance and software upgrades. The cost this year is $76,277.14 a 5% increase over last year.

Exhibits

1. Tyler Technologies Annual Invoice 6-1-2024

Key Issue

Annual computer software maintenance.

Council Action

Approve or Deny

Recommendation

Approve

Item No: 2.

Meeting Date

June 10, 2024

Meeting

20240610 Bixby Public Works Authority Agenda

tyler technologies

Remittance:
Tyler Technologies, Inc
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
025-466779	06/01/2024	1 of 3

Questions:
Tyler Technologies- Local Government
Phone: 1-800-772-2260 Press 2, then 2
Email: ar@tylertech.com

Bill To: CITY OF BIXBY
ATTN: ACOUNTS PAYABLE
P.O. BOX 70
BIXBY, OK 74008

Ship To: CITY OF BIXBY
ATTN: ACOUNTS PAYABLE
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Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
42231 - MAIN - MAIN	194766		USD	NET30	07/01/2024

Contract Date	Description	Units	Rate	Extended Price
Contract No.: Bixby, City of				
26/Sep/2007	Annual fee to support and host Web site	1	1,200.00	1,200.00
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
26/Sep/2007	Utility Billing Online Component - Annual Fee	1	3,868.80	3,868.80
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Mar/2023	Incode Court Case Resolution Bundle	1	0.00	0.00
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Apr/2010	LF CRM Suite Interface			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	LF Financial Suite Interface			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jan/2010	LF Financial Suite Interface			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jan/2010	LF Financial & Court Suite Interface			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
15/Jun/2015	Incode Content/Document Management Suite - Maintenance			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/May/2017	Third Party Printing Interface - Maintenance			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
15/Jun/2015	Tyler Output Processor Server - Maintenance			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
15/Jun/2015	Laserfiche Output Channel - Maintenance			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Apr/2010	Forms Overlay			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Aug/2010	Forms Overlay			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	General Ledger			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Budget Preparation			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Check Reconciliation			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Accounts Payable			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Purchase Orders - Maintenance			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			

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Questions:
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Phone: 1-800-772-2260 Press 2, then 2
Email: ar@tylertech.com

Bill To: CITY OF BIXBY
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BIXBY, OK 74008

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Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
42231 - MAIN - MAIN	194766		USD	NET30	07/01/2024

Contract Date	Description	Units	Rate	Extended Price
01/Jul/2010	Payroll/Personnel			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Fixed Assets			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Project Accounting			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Forms Overlay			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Lock Box Interface			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Feb/2010	Secure Signatures			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Utility CIS System			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Central Cash Collection			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Service Order Management			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Permits & Inspections			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Business License			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Cemetery Records			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Oct/2009	Handheld Meter-Reader Interface			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Apr/2010	Call Center			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/May/2010	Forms Overlay for BP and BL			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
14/Mar/2016	Incode Customer Relationship Suite - Utility Meter-Reader Maintenance			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/May/2017	Enhanced Utility Bill Printing - Maintenance			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Sep/2018	Cash Collection GLB Import (Generic) - Maintenance			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Feb/2010	Epson TM-U950P Receipt Validation Printer			

tyler technologies

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Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
42231 - MAIN - MAIN	194766		USD	NET30	07/01/2024

Contract Date	Description	Units	Rate	Extended Price
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Dec/2020	Epson TM-H6000IV Thermal Receipt Printer			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Court Case Management			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
13/Jun/2013	Incode Court Case Management Suite			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Basic Network Support Services			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	System Software Non SQL Maintenance			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			
01/Jul/2010	Tyler U			
	Cycle: Start: 01/Jul/2024, End: 30/Jun/2025			

****ATTENTION****
Order your checks and forms from Tyler Business Forms at 877-749-2090 or tylerbusinessforms.com to guarantee 100% compliance with your software.

Subtotal	76,277.14
Sales Tax	$0.00
Invoice Total	76,277.14

Consent Agenda Item Commentary

Item Title

Consider and/or approve FY25 Oklahoma Municipal League service Fees in the amount of $13,651.30 (BPWA portion).

Initiator

Charles Barnes

Staff Information Source

Charles Barnes

Background

This is for the City of Bixby's participation in the Oklahoma Municipal League. The total membership is $27,302.60, a 10% increase over last year.

Exhibits

1. OML Annual Renewal Invice 6-1-2024

Key Issue

Bixby's participation in OML

Council Action

Approve or Deny

Recommendation

Approve

Item No: 3.

Meeting Date

June 10, 2024

Meeting

20240610 Bixby Public Works Authority Agenda

OKLAHOMA MUNICIPAL LEAGUE

2024-2025 Service Fees for Bixby

How Does It All Add Up?

Base	$ 700.00
Sales Tax Formula	$ 23,552.40
Use Tax Formula	$ 1,905.84
Per Capita	$ 1,144.36
Total Service Fees	$ 27,302.60

The following information was used to figure your 2024-2025 service fees:

2020 Census Population:	28,609
2023 Total Sales Tax Receipts:	$1,907,7441.89
2023 Use Tax Receipts:	$3,859,325.14
2023 Municipal Sales Tax Rates:	4.05 %

Base = $700.00
Sales Tax Formula = 2023 Total Sales Tax Receipts divided by 2023 Municipal Sales Tax Rate times .005
Per Capita = 2020 Census Population times 0.04

If a payment plan works best, please feel free to contact April Bradbury at OML and make those arrangements, april@oml.org or 405-528-7515

Consent Agenda Item Commentary

Item Title

Consider and/or approve Worker's Compensation Insurance renewal for FY-24 in the amount of $11,106.36 (BPWA portion of total bill after FY24 Workers Comp escrow is applied).

Initiator

Charles Barnes

Staff Information Source

Charles Barnes

Background

Our Worker's Compensation Insurance renewal for FY23 is $202,650.20. This is after the FY24 Workers Comp escrow is applied.

Exhibits

1. OMAG FY25 Workers Comp Declaration

Key Issue

Payment of Worker's Compensation Insurance and renewal documents

Council Action

Approve or Deny

Recommendation

Approve

Item No: 4.

Meeting Date

June 10, 2024

Meeting

20240610 Bixby Public Works Authority Agenda

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

WORKERS' COMPENSATION DECLARATION

Policy Number: WCV140001908	Policy Period: From 7/1/2024 To 7/1/2025 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: $198,950.00
OMAG Admin. Fee: $23,874.00
Total Premium: $222,824.00

$222,824.00 less escrow balance $20,173.80
= $202,650.20

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.

S Paulson
Executive Director, OMAG
Date: 5/28/2024

OMAG

3650 S. Boulevard • Edmond, OK 73013 • omag.org

405.657.1400 • 800.234.9461 • FAX 405.657.1401

Workers' Compensation Classification Codes

Standard Plan

Member: City of Bixby			Payroll Period: 01/01/2023 To 12/31/2023			
Policy Period: 7/1/2024 To 7/1/2025			Policy Number: WCV140001908			
Class Code	Description	Payroll	No. of Employees	No. of Volunteers	RATE	Premium
7520	Waterworks Operation & Drivers (7520)	235,805.00	5.00	0.00	3.26	4,987.00
7580	Sewage Disposal Plant Operation & Drivers (7580)	147,741.00	4.00	0.00	2.51	2,406.00
7710	Firefighters & Drivers (7710)	3,170,993.00	48.00	0.00	4.16	85,587.00
7720	Police Officers & Drivers, Reserve Officers (7720)	2,573,680.00	39.00	0.00	4.47	74,641.00
8810	Clerical Office Employees NOC (8810)	1,559,969.00	33.00	0.00	0.15	1,518.00
8831	Animal Control (8831)	92,989.00	2.00	0.00	1.07	646.00
9102	Park NOC - All Employees & Drivers (9102)	384,963.00	11.00	0.00	2.47	6,170.00
9410	Municipal or Township Employees NOC (9410)	789,290.00	9.00	0.00	1.88	9,628.00
5611	Street or Road Construction or Maintenance & Drivers (5611)	550,424.00	15.00	0.00	10.41	37,176.00
7711	FIREFIGHTERS & DRIVERS - VOLUNTEER (7711)	2,400.00	0.00	8.00	4.16	65.00
	Totals:	9,508,254.00	166.00	8.00		222,824.00

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 Building in FY15. 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: 6-10-24

MEETING:BPWA

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.

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20240610 Bixby Public Works Authority Agenda