

City Council Work Session Meeting Minutes

Bixby Municipal Building
111 N. Cabaniss Ave., Bixby, OK 74008
April 14, 2025 at 5:00 PM

The agenda for the regularly scheduled meeting of the City Council Work Session of the City of Bixby was posted on the bulletin board at the Bixby Municipal Building, 111 N. Cabaniss Avenue, Bixby, OK 74008 on April 11, 2025, on or before 5:00 p.m.

Call to Order

Mayor Girard called the City Council Work Session Agenda Meeting to order at 5:06 pm.

Mayor Girard welcomes new Council Members Ryan Payne and Mike David. Round table of staff and council introductions.

Roll Call

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

Members Present

Mayor Brad Girard
Councilor Ken Hirshey
Councilor Bobby Schultz
Councilor Mike David
Councilor Ryan Payne

Staff Present

Joey Wiedel, City Manager
Shannon Duran, City Clerk
Phil Frazier, City Attorney
Charles Barnes, Finance Director
Bea Aamodt, Public Works Director
Todd Blish, Police Chief
Joe Sherrell, Fire Chief
Bryan Toney, Public Information Officer

Agenda

- 1) Discussion on Firework discharge dates and hours for 2025.

Mayor Girard said Item 1 on the Work Session Agenda is up for discussion and consideration.
Item presented by Nick Flanary, Fire Marshal
Others who spoke: None

A brief discussion ensued with staff and council regarding dates and times for the fireworks discharge for 2025. Suggested times were for 2 days, July 3, 2025, through July 5, 2025, between the hours of 3 pm to 11 pm. Council to speak with their constituents and bring this item back to City Council meeting.

- 2) Presentation on Departmental Statistics and OMAG Recognition Program.

Mayor Girard said Item 2 on the Work Session Agenda is up for discussion and consideration.
Item presented by Charles Barnes, Finance Director
Others who spoke: None

Mr. Barnes provided a handout for the council review(Attached to these minutes for review)

Mr Barnes goes over the Departmental Statistics and the Omag Recognition Program with Council. The discussion ensued on the Departmental Statistics and the OMAG Recognition Program and requirements for new Council members.

Mayor Girard calls item 4 before calling item 3

3) Presentation and discussion on lease options for new Fire Apparatus.

Mayor Girard said Item 3 on the Work Session Agenda is up for discussion and consideration.
Item presented by Joe Sherrell, Fire Chief, and Joey Wiedel, City Manager
Others who spoke: Robert Brown from Conrand Fire and Tom Whitmer for Bank leasing

Mr. Wiedel and Joe Sherrell provided a brief overview of the need for fire trucks with growth and what the city has done historically regarding the purchase of fire trucks. Mr Wiedel states the city has budgeted for the purchase of the fire trucks in the past through bond funds and states that this matter is on for discussion for lease options, which would allow for the funds from Bonds to go towards possible infrastructure or other needs. Mr. Brown and Mr. Whitmer are present to discuss fleet management programs available for lease options. Discussions ensued as to the different programs available and funding. Mr Wiedel advises that he will send this out to the council for feedback and bring this item back to a future council meeting.

4) Presentation and update on Downtown Development.

Mayor Girard said Item 4 on the Work Session Agenda is up for discussion and consideration.
Item presented by Joey Wiedel, City Manager
Others who spoke: Josh McFarland, Red Dog Construction

Mr McFarland goes over the presentation and provides the council with an update on the Downtown Development projects. Mr McFarland goes over the details of the Request for Proposal (RFP), 1 and states that the Iconik building is on time for completion and should be done within the next few months. As part of the same Request for Proposal (RFP) Agreement, the Murphy Bldg site was to have an 18,000 square-foot pad site to allow for parking and the hotel site within the next few months. Mr McFarland is asking for a modification to extend the time and allow the project to be completed in 2 phases for the development of the parking lot that will allow for 219 parking spaces and a hotel site, Mr McFarland advises that hotel developer ran into some issues with Deeds which held the development back; however, that has been cleared up, and the hotel developer is ready to build. As part of the extension on the Agreement, Mr McFarland states it will allow for the hotel's completion and 60-70% asphalt completion. Mr. McFarland advised that the pad site should be complete within the next few months.

The 2nd Request for Proposal Agreement (RFP) was for the Bixby Administration Building. As part of that agreement, there were town homes that were to be developed, and the developer has run into some issues with the Utility Easements, which may require a change from the original plan for the town homes. City staff is working with the developer to run utilities appropriately to allow for the development. The Bixby Administration Building development is on track and has full tenancy as of this date. Discussion ensued on the parking lot behind the Municipal Building; they are asking for more time to complete due to civil engineering and for a minor PUD amendment to allow for retail and restaurant use. This change in the PUD would allow for

different types of businesses to come to this development site.

Further discussion ensued as to the need for a drop-off area at the hotel site and for a legal agreement for adding a drop-off area at the hotel site. Mr McFarland provided the council with an update on the Conference Center, with a possible tenant, and that there may be a possible relinquishment of the hotel management agreement to either finalize whether the hotel stays as part of that agreement or find a possible permanent user. An established developer is interested in adding a possible wine bar. The discussion on possible tenancy will come back to the council at a later date.

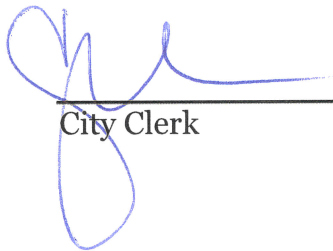
Mr Wiedel advises that he will reach out to the council for further feedback and bring these items back for further discussions as needed.

5) Adjournment

Adjournment was called at 6:02 pm.



Mayor



City Clerk

Handout attachment to item 2 on Work Session Agenda

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 participate in the OMAG Recognition gain the benefit of learning and applying our “Best Practice” methods in constructing effective agendas and conducting business like meetings.

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.

Law Enforcement Grants and Scholarships

Body-Worn Video Camera Grant

- OMAG provides funding for the purchase of body-worn cameras for qualifying police departments. These systems protect law enforcement officers and citizens and help reduce liability claims.

Public Works Grants and Scholarships

SL-RAT (Sewer Line Rapid Assessment Tool)

- At no charge to you, OMAG will use our SL-RAT to quickly detect conditions in your gravity-fed sewer lines.

Public Works Safety Equipment Purchase Grant

- OMAG is committed to helping our member municipalities provide the tools and personal protective equipment necessary to implement safe work practices for their public works employees.

Sanitary Sewer Root Control Grant

- OMAG will provide guaranteed sewer root control treatments for qualifying municipalities.

Sanitary Sewer Equipment Purchase Grant

- OMAG encourages our plan participants to observe “best practices” in an effort, to reduce liability exposure. OMAG recognizes the limited resources currently available to our members and wishes to provide a limited number of grants through the SANITARY SEWER EQUIPMENT PURCHASE GRANT program.

Sanitary Sewer CCTV Grant

- Public Works departments with overflow risks can qualify for an inspection and audit of their system to address overflows.

Conference and Training Scholarships

Dorie Spittler OMCTFOA Conference Scholarship

- If you are a first time attendee for the Fall Conference. We work with OMCTFOA to assist their scholarship applicants.

OML Conference (Chuck Smith Award)

- If you are a first time attendee.

CMAO Winter Conference (Dave Harris Fellowship)

- If you are a first time attendee.

Pam Spinks OMHRP Human Resource Scholarship

- OMAG provides scholarships for Human Resource professionals to attend professional conferences.
- The scholarship includes registration, lodging, and meals for any conference in Oklahoma that has a human resources track. This includes conferences like the OKHR Conference, OML Conference, OMCTFOA, etc.

Other financial assistance...

Apart from the Grants and Scholarships listed above, OMAG is proud to assist any Member or Organization that provides training or support for the Municipalities of Oklahoma and their employees. To apply for financial assistance from OMAG for your event.



is now

Lucet Employee Assistance Program

What you've known as *New Directions Behavioral Health* is now *Lucet EAP*!

Rest assured, the service hasn't changed—just the name and branding. You'll still have access to the same trusted support for mental health, work-life balance, and more. Think of it as a fresh new look for the same great resource.

At OMAG, we're committed to supporting you and your teams with resources that make a difference. Welcome to *Lucet EAP*: a new name, same care! To take advantage of this free benefit call 800-624-5544 any time or visit eap.lucethealth.com to log in to the portal and use the *Company Code: OMAG*.

Behavioral health solutions to connect people to the care they deserve.

Lucet's unique combination of people and technology is proven to optimize access to behavioral health care for all who need it.

Life Coaching

Managing Stress • Time Management • Work/Life Balance

Legal Resources

Online Tools • Legal Resources • Tip Sheets • Work/Life Balance

Financial Resources

Manage Taxes • Plan a Budget • Improve Credit Scores

Work/Life Services

Locate Providers • Get Referrals • Find Resources

Online Services

Resource Library • Live Webinars • Training Resources • Online Intake

LUCET EAP Resources LUCET EAP offers a variety of employee support programs aimed at promoting mental health and wellness at work. Services include private counseling, crisis help, and resources for personal growth and work-life balance. They also provide workshops and training to boost workplace morale and productivity.

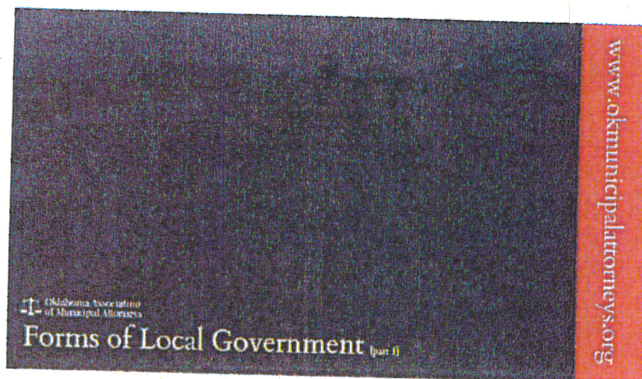
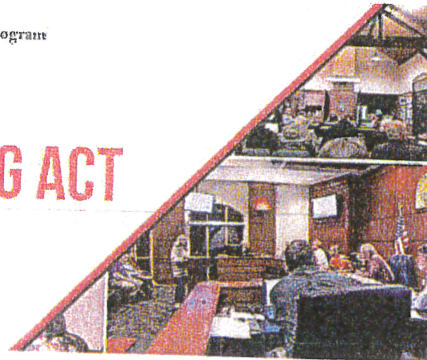
They are dedicated to helping employees manage challenges and enhance their well-being. The dropdown sections provide more information on specific programs.



OAMA Recognition Program
presents

OPEN MEETING ACT

(part two)



Mayor DVD (Useful Information for all Councilors)

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



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**Municipal Liability Protection Plan
Declarations Page**

1. PLAN MEMBER: **City of Bixby**
Mailing Address: P.O. Box 70
Bixby, Oklahoma 74008-0070
2. Plan Period From 7/1/2024 to 7/1/2025 **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.
- AGREEMENT NUMBER : **GLA140043608**

COVERAGE

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

	<u>PREMIUM</u>
A. Bodily Injury	
B. Property Damage	
C. Personal Injury	
D. Errors and Omissions	
[] Prior Acts Coverage	<u>\$103,929</u>

AUTOMOBILE LIABILITY (PART II)

E. Bodily and Personal Injury	F. Property Damage	
[X] Hired and Non-owned Automobile Coverage		<u>\$21,316</u>
		<u>\$49</u>

AUTOMOBILE & EQUIPMENT PHYSICAL DAMAGE (PART III)

G. Automobile Physical Damage	
1. Comprehensive	<u>\$55,143</u>
2. Specified Perils	
3. Collision	
H. Equipment Physical Damage – Per equipment schedule	
[X] Mobile Equipment	<u>\$1,605</u>
[X] Auto/Misc. Equipment Blanket Limit: \$2,416,442	<u>\$3,625</u>
[X] Mobile Equipment Leased/Rented Limit: \$100,000	<u>\$175</u>
[X] Hired Auto Physical Damage Limit: \$150,000	

CYBER BREACH RESPONSE (VI)

K. First Party & Liability	<u>\$1,350</u>
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Total Premium

\$187,192

4. **Limits of Liability for claims which are subject to the GOVERNMENTAL TORT CLAIMS ACT:**
\$25,000 Each Property Damage Loss Per Occurrence **Coverages B, F**
\$25,000 Sanitary Sewer Overflows Loss Per Occurrence regardless of number of claims or claimants **Coverage C**
\$125,000 Each Other Loss Per Occurrence **Coverages A, C, D, E**
Limits of liability for claims which are not subject to the OKLAHOMA GOVERNMENTAL TORT CLAIMS ACT:
\$1,000,000 Each Other Loss Per Occurrence **Coverages C, D**
Aggregate limits of liability, regardless of theory of liability
\$1,000,000 Aggregate Per Occurrence **Coverages A, B, C, D, E, and/or F**
\$75,000 Sanitary Sewer Overflows Annual Aggregate **Coverage C**
\$2,000,000 Annual Aggregate **Coverages C, D**
\$50,000 Annual Aggregate Combined Single Limit **Coverage K**
\$2,500,000 Pool Annual Aggregate Limit **Coverage K**
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: **\$2,000** Per Occurrence

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



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Municipal Property Protection Plan
Declarations Page

1. PLAN MEMBER: **City of Bixby** AGREEMENT NUMBER: **PRO140040408**
Mailing Address: P.O. Box 70
Bixby, Oklahoma 74008-0070

2. Plan Period From 12:01 A.M. Central Standard Time at the address of the Plan Member
From 7/1/2024 to 7/1/2025

3. The Plan Member is a(n) Municipality

4. 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: \$84,155,413	\$217,290
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

Electrical Power Generating Equipment, per schedule	Included
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TOTAL PREMIUM

\$217,290

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

Issue Date: **February 6, 2025**



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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

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: 5/28/2024

OMAG

(405) 657-1400 | www.omag.org

STEWARDSHIP REPORT

City of Bixby



Strength — Consistency — Stability



City of Bixby Stewardship Report

OMAG is not just an insurance company competing for your business – we are a public entity risk-pool owned and governed by the cities and towns we serve. By working together, we help municipalities manage risk, protect public resources, and support public safety. Within this report you will see data that reflects our collaboration over the past year. You will also see a snapshot of your participation including key trainings and value added services offered by OMAG. Based on this data you may want to encourage greater participation in our no cost training activities and value-added services, like the Employee Assistance Program, Lexipol law enforcement policy manuals or the various sanitary sewer remediation resources we provide. On behalf of our Board of Trustees and staff, we look forward to working together and being there when you need us most.

Suzie Paulson
OMAG Executive Director

Member Interactions

At OMAG, one of our fundamental goals is to build meaningful relationships with our members. We recognize that achieving this objective requires proactive engagement and member interactions. OMAG had over **1,612 member interactions** throughout the 2023 year via policy reviews, risk management visits, legal inquiries, property appraisals and other channels. If your municipality would like more information about these services or resources, you can visit our website www.omag.org.

Coverage Participation

Listed below are the various **lines of coverage your entity currently participates** in as a member, and the **coverage line opportunities available to you**. For additional information, please contact your insurance services representative below.

General
Liability

Auto
Liability

Workers'
Compensation

Cyber

Property

Auto Physical
Damage

Claims Contact:

David Dalton

Law Enforcement Contact:

Kevin Katz

Risk Management Contact:

Hunter Askew

Insurance Services Contact:

Lori Randall

City of Bixby

Value Added Services: Calendar Year 2023

Below, you will find a list of the free OMAG value added services available to the City of Bixby in 2023. If you have any questions on how to access these free benefits, please contact Hunter Askew.

Body Camera Grant	\$0
Conference Scholarships	\$0
Root Control Grant - Duke's	\$0
Safety Grant	\$0
Sewer Equipment Grant	\$0
Sewer CCTV Inspection	\$0
Sewer Line - Rapid Assessment Tool (SL-RAT)	\$0
Total Value Added Services for 2023	\$0

Trainings Provided by OMAG in 2023

City of Bixby had **124 Employee(s)** attend **27 OMAG Training Session(s)** and completed **443 Online Training(s)** in 2023. For a full list of classes OMAG offers, please contact us.

Top 20 Classes Attended by OMAG Members in 2023

OMAG Course List	Att OMAG Course List	Att
Anti-Harassment and Discrimination	240 Lock Out/Tag Out	200
Back Safety	305 OMAG Municipal Front-line Leader Academy	342
Backing & Parking Vehicles	1,185 OMAG Sanitary Sewer Expo	372
Bloodborne Pathogens	1,668 OMHRP	117
Cold Stress	255 Performance Management Workshop	141
De-Escalation	201 Slips, Trips, Falls	586
DEQ Professional Development	141 Special Request (Course Not Listed)	270
Ergonomics	180 Summertime Hazards	319
Leadership Retreat	202 Trenching & Shoring Safety	446
Legendary Service	123 Underground Facility Damage Prevention	526

GENERAL LIABILITY, AUTO & CYBER CLAIM TOTALS

3 Years: 7/1/2020-6/30/2023

TOTAL CLAIMS COUNT

39

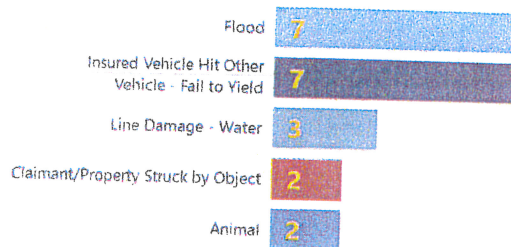
TOTAL CLAIMS PAID

\$145,684

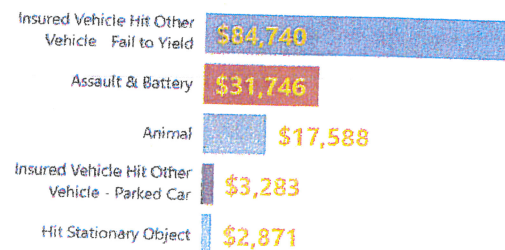
LOSS SOURCES

Reported claims may not result in payout

Top 5 Causes by Claims Reported



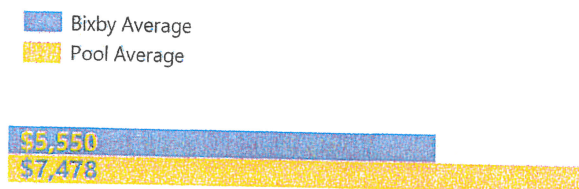
Top 5 Causes by Total Paid



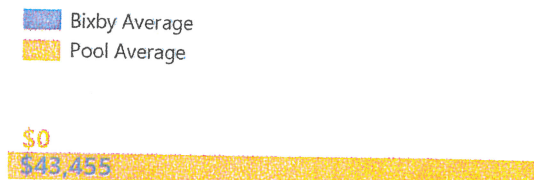
THE BIG FOUR

City of Bixby Average Claim Paid compared to Pool Average

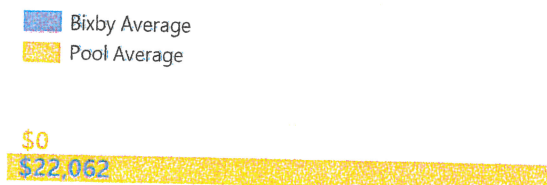
Auto Physical Damage Claims



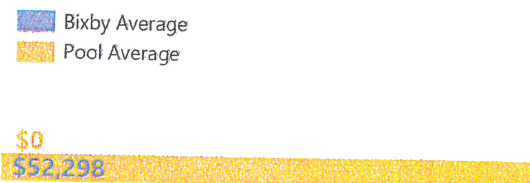
Personnel Issues



Sewer Overflow/Damage



General Liability Police Claims



City of Bixby

LOSS COMPARISON

City of Bixby to other members of similar population

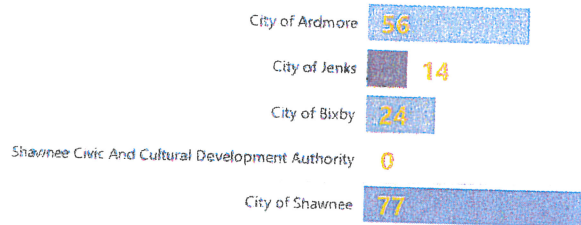
3 Years: 7/1/2020-6/30/2023

(County Comparison available on request)

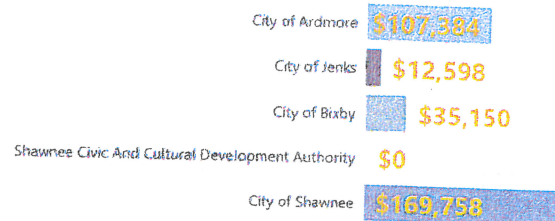
City of Bixby has 8 claim(s) currently in litigation or being monitored by our legal department that may or may not result in a payout. Please contact Matt Love or Monica Coleman if you have any questions.

General Liability

Number of Claims Reported

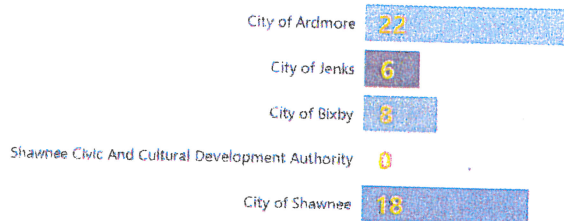


Claims Total Paid

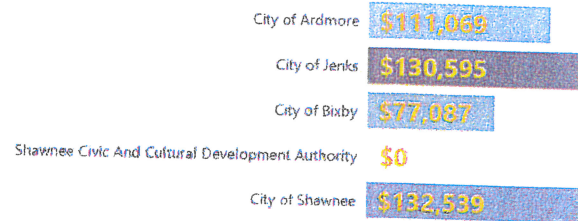


Auto Liability

Number of Claims Reported

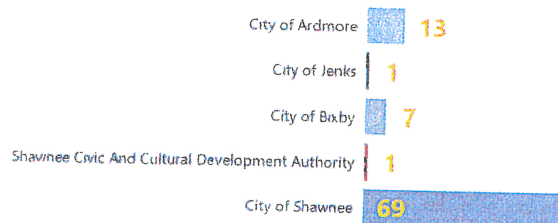


Claims Total Paid

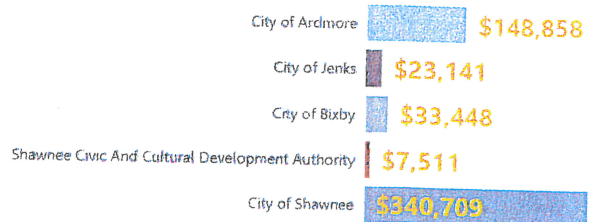


Auto Physical Damage

Number of Claims Reported



Claims Total Paid



City of Bixby

PROPERTY CLAIM TOTALS

3 years: 7/1/2020-6/30/2023

TOTAL CLAIMS COUNT

2

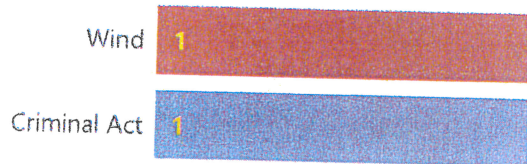
TOTAL CLAIMS PAID

\$12,873

LOSS SOURCES

Reported claims may not have resulted in payout

Top 5 Causes by Claims Reported



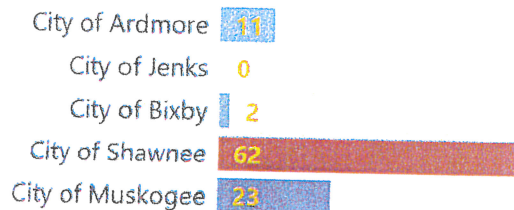
Top 5 Causes by Total Paid

Criminal Act **\$12,873**

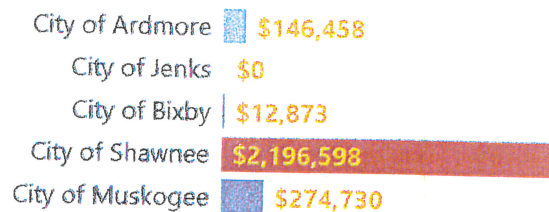
LOSS COMPARISON

City of Bixby to other members of similar population
(County Comparison available on request)

Number of Claims Reported



Claims Total Paid



City of Bixby

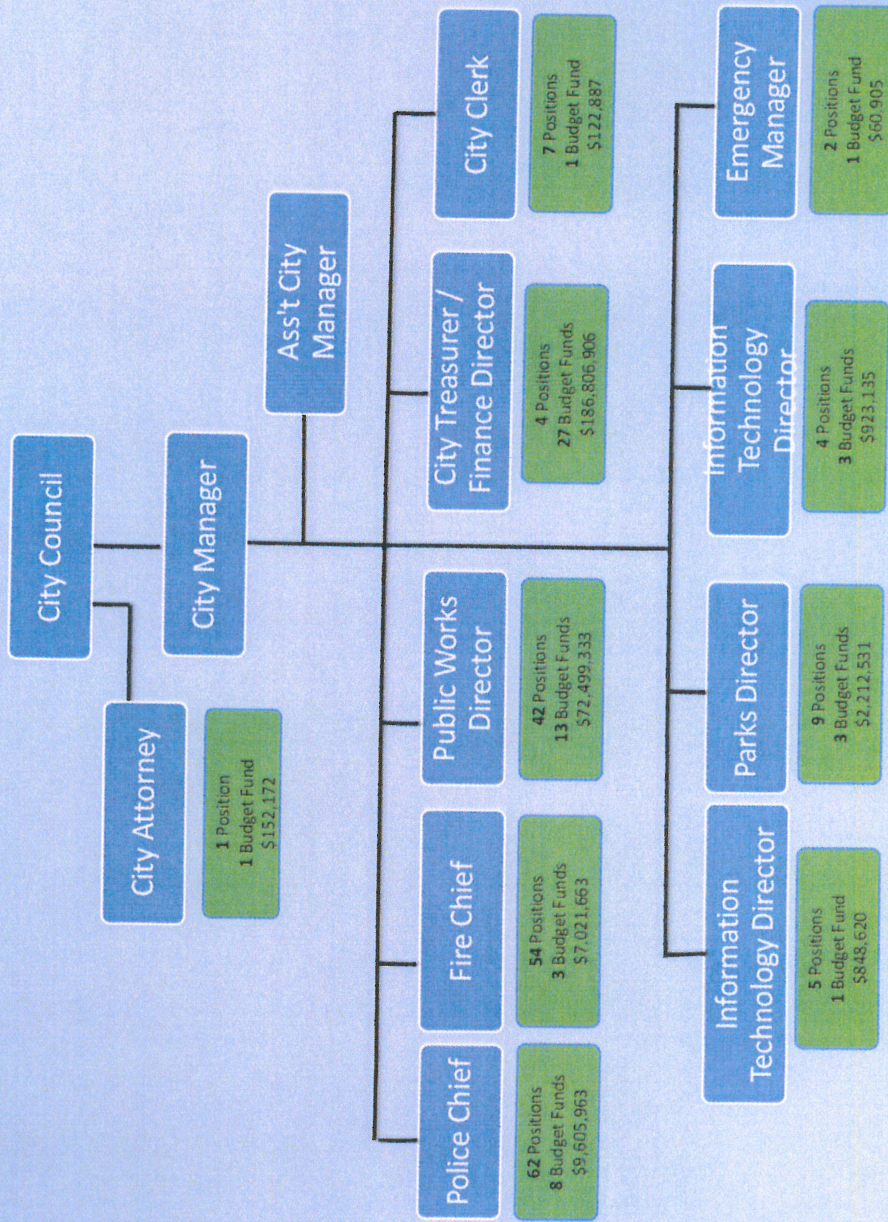
Department Study For FY26 Budget

City of Bixby
4/14/2025



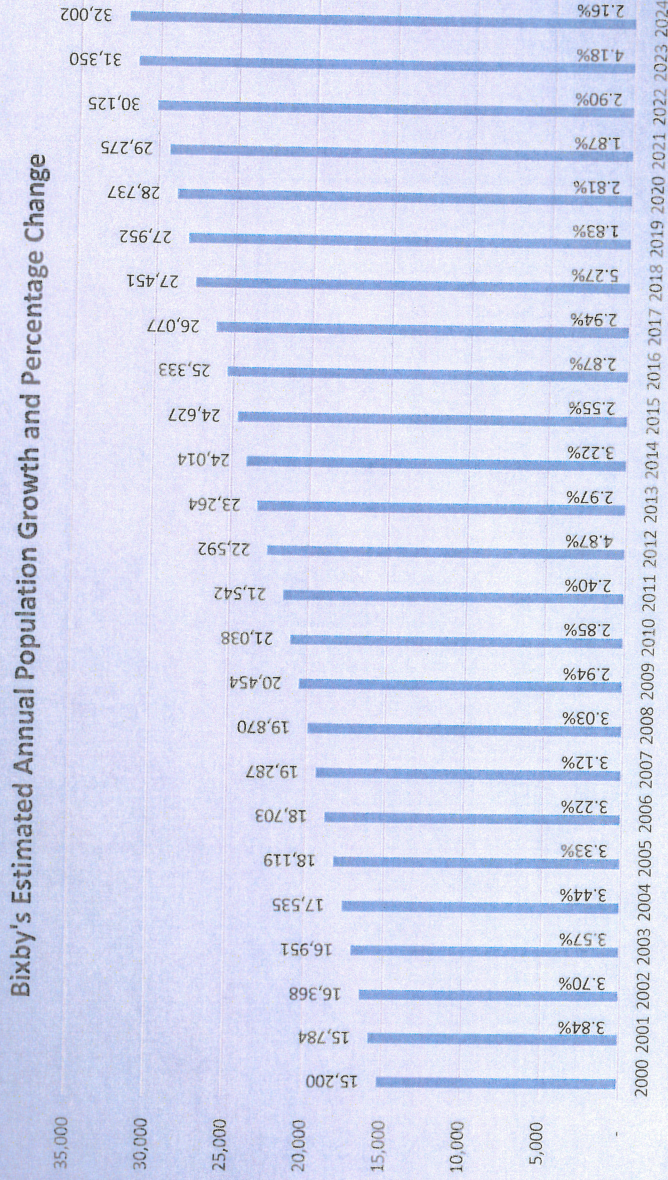
Welcome!

- The goals for this study:
 - To help you understand what each department does and how.
 - To help you understand the changes over the years.
 - To share information about the potential future growth of the city.
 - To assist in understanding the budget needs of the city.
 - This study is a continuing quantitative analysis of City departmental workflows.



Note: Budget amounts are from the FY25 Budget

Bixby's annual & projected growth



Note: 2000 and 2010 are census data, 2000 to 2010 values are derived from statistical smoothing.
2011 to 2023 from worldpopulationreview.com data.

- Bixby is currently the 15th largest city in the State of Oklahoma. This growth pattern suggests Bixby could reach 45,000 within the next 15 years.

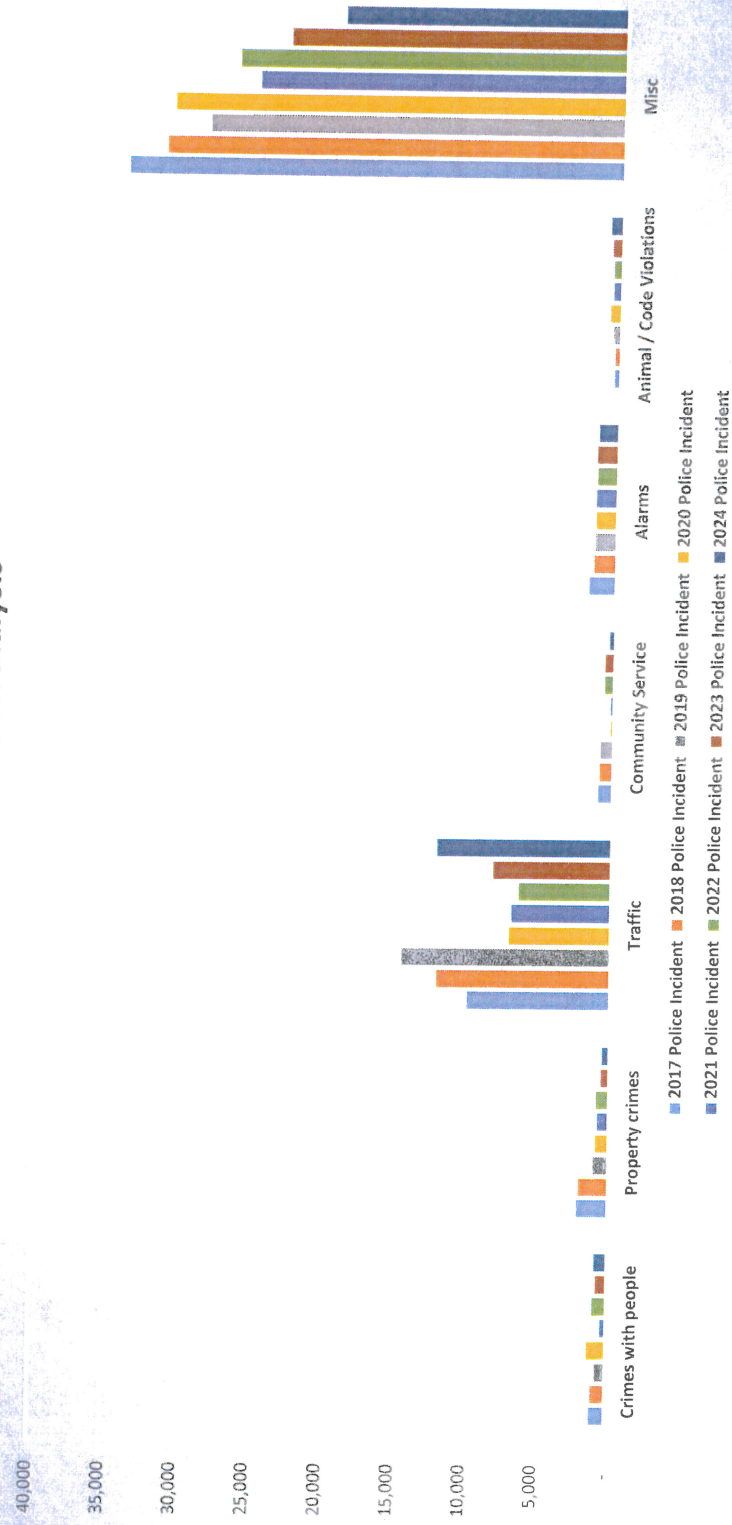
Bixby's current ranking in Oklahoma cities

City	Rank	2025 Population	2024 Population	Annual Change
Oklahoma City	1	715,893	709,330	0.93%
Tulsa	2	410,722	411,308	-0.14%
Norman	3	131,302	130,674	0.48%
Broken Arrow	4	122,704	120,949	1.45%
Edmond	5	100,339	99,221	1.13%
Lawton	6	90,169	90,207	-0.04%
Moore	7	63,747	63,608	0.22%
Midwest City	8	57,834	57,960	-0.22%
Stillwater	9	50,282	49,903	0.76%
Enid	10	50,181	50,379	-0.39%
Owasso	11	43,007	42,084	2.19%
Bartlesville	12	38,601	38,357	0.64%
Muskogee	13	36,923	36,898	0.07%
Shawnee	14	32,125	31,964	0.50%
Bixby	15	32,002	31,350	2.08%
Jenks	16	28,537	28,045	1.75%
Sapulpa	21	23,643	23,312	1.42%
Claremore	25	20,891	20,638	1.23%
Sand Springs	27	20,190	20,132	0.29%
McAlester	30	18,128	18,134	-0.03%
Glenpool	35	14,773	14,561	1.46%

Note: From worldpopulationreview.com data.

Police Department

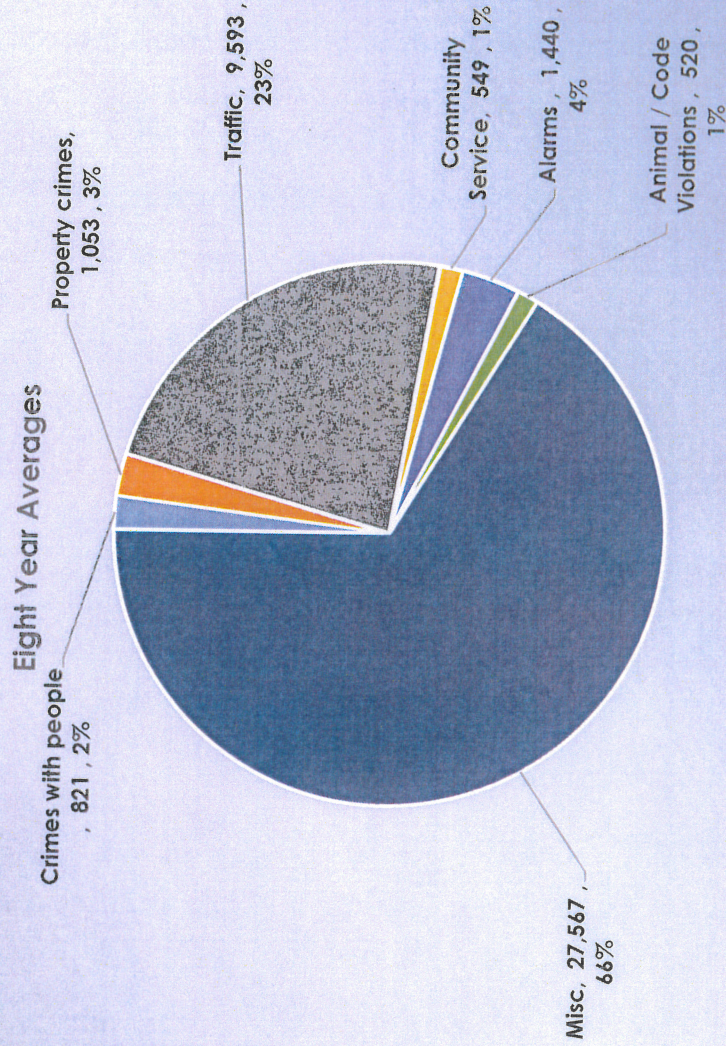
Police Incident Analysis



Police Department

(cont.)

Eight Year Averages



NOTE: This graph represents the number of incidents – not the time spent on each category.

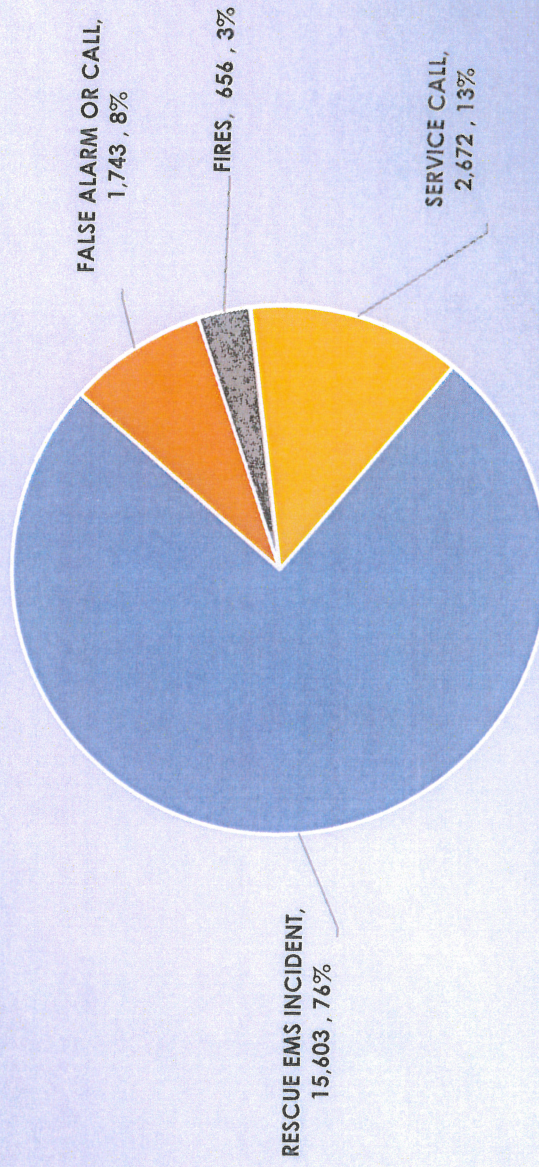
Explanation for the Category of Miscellaneous :

Since the officers have to account for their entire shift, any time they are filling out reports, doing follow ups, doing wellness checks or just patrolling, that is logged as miscellaneous.

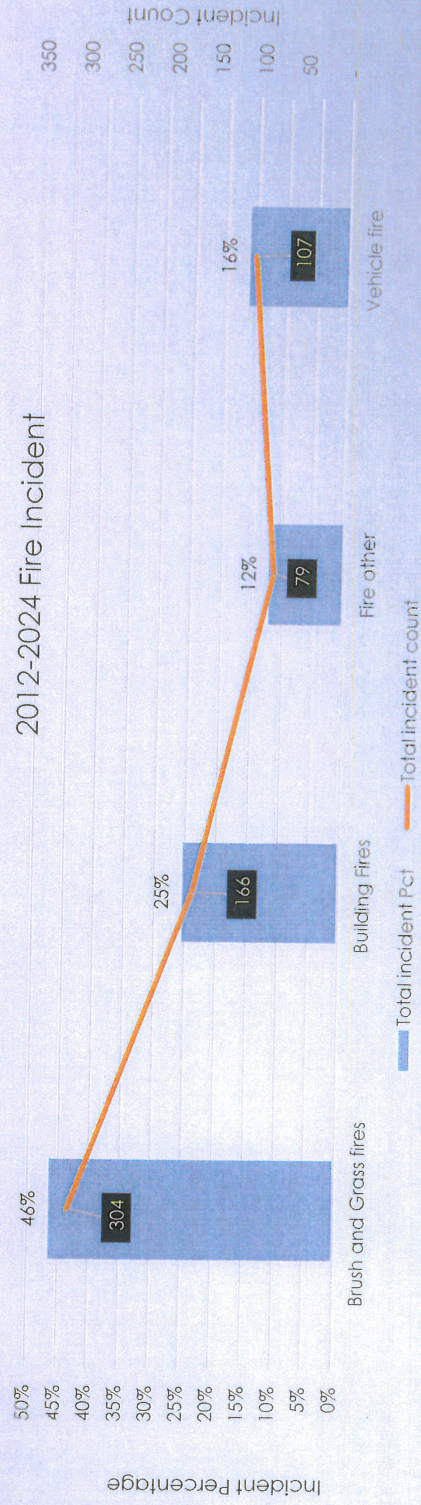
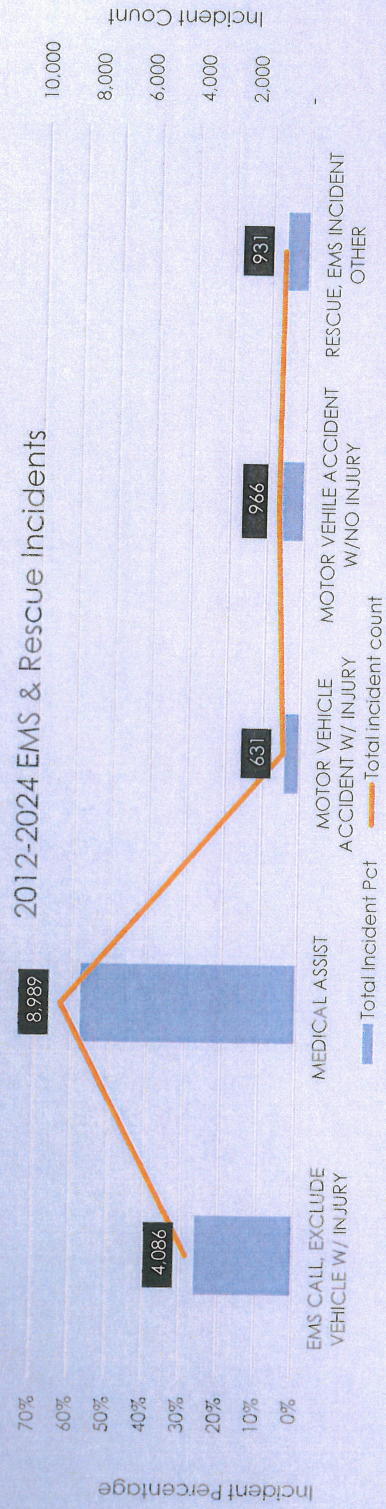
Fire Department

NOTE: This graph represents
number of incidents – not time
spent on each category.

Total Fire Calls By Type 2024

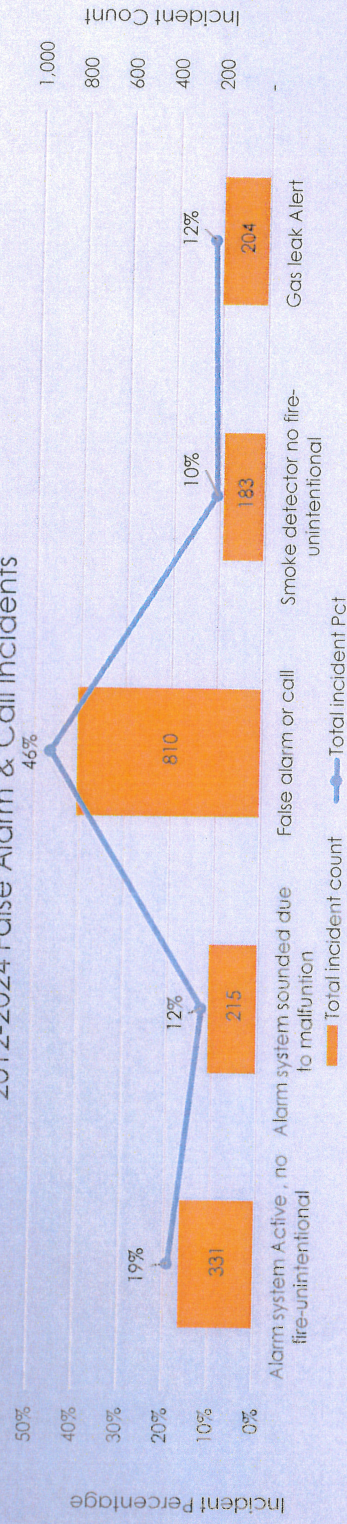


Fire Department (cont.)

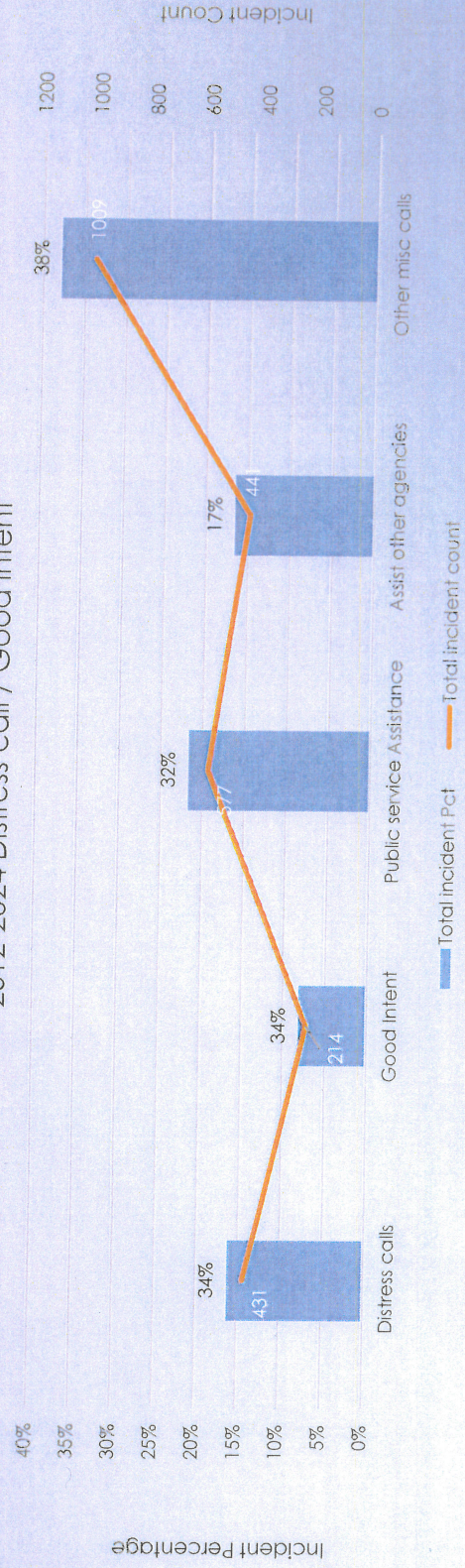


Fire Department (cont.)

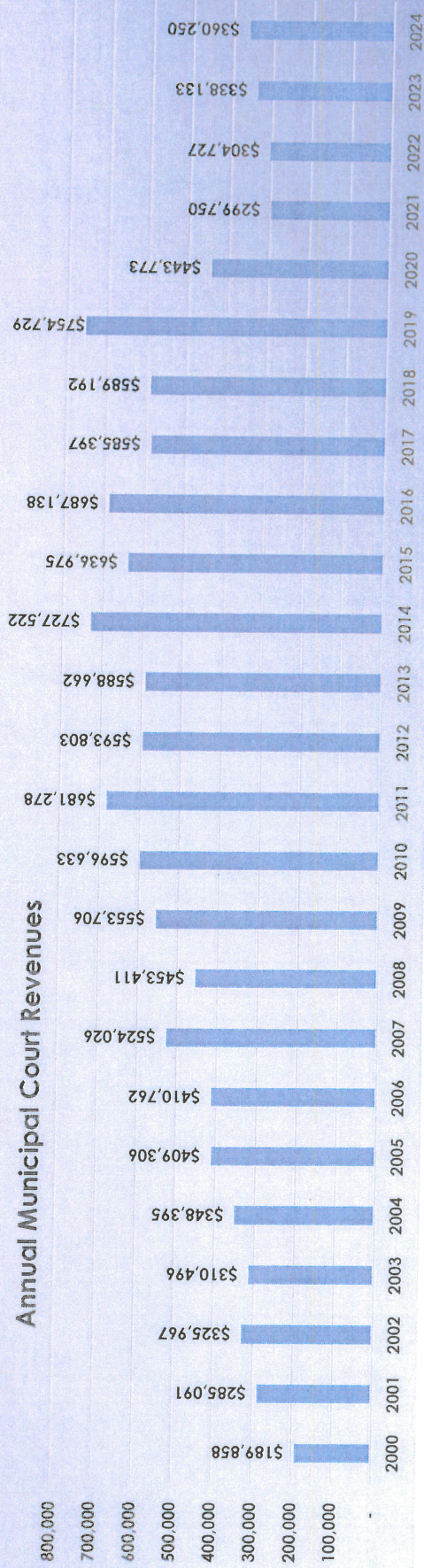
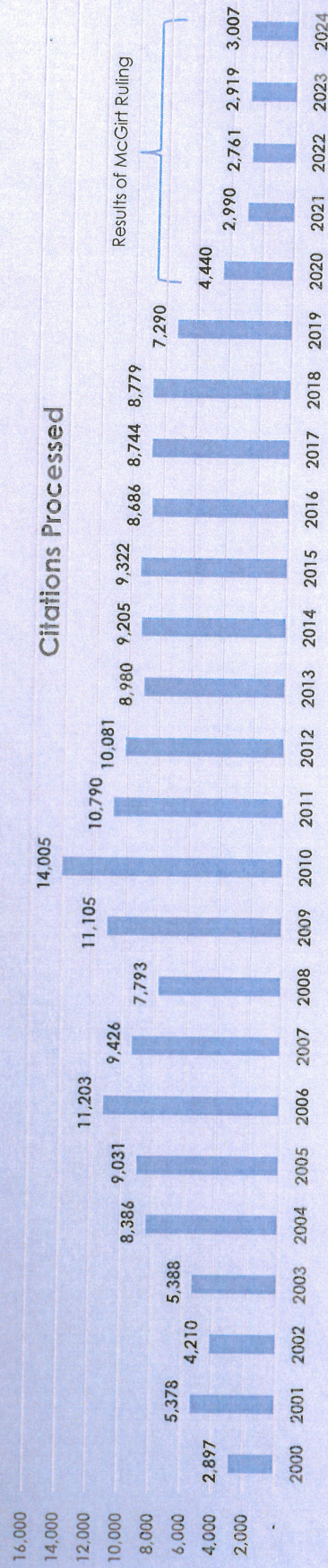
2012-2024 False Alarm & Call incidents



2012-2024 Distress call / Good intent



Municipal Courts

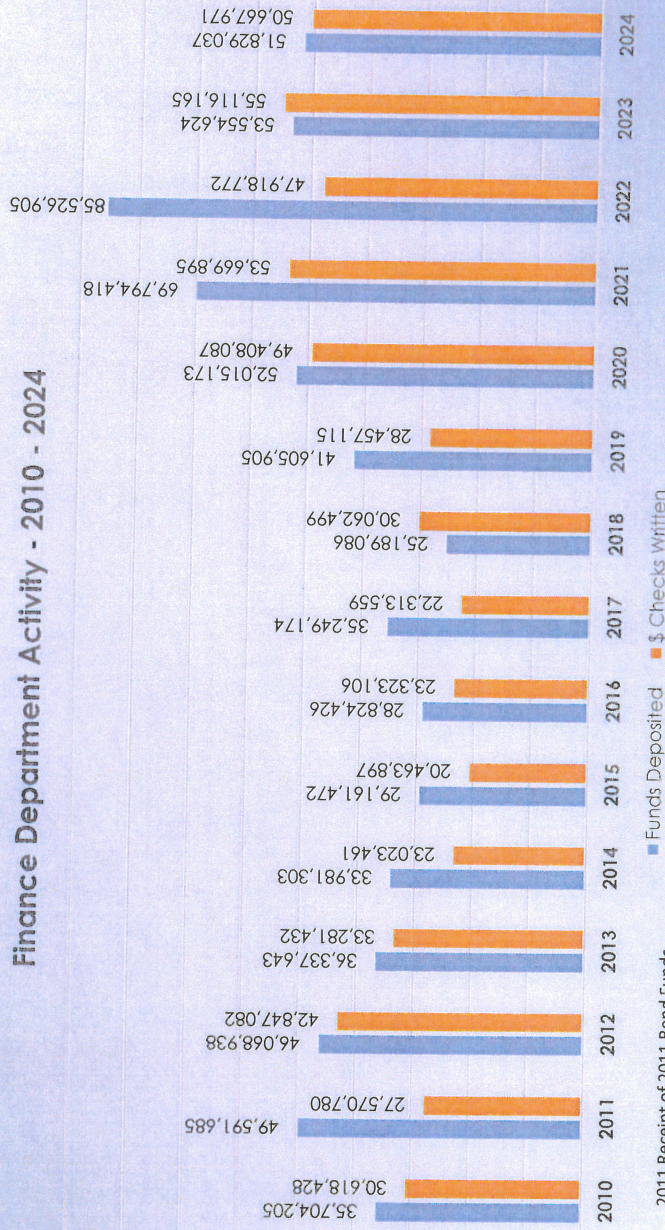


Finance Department

Finance Department Activity - 2010 - 2024

	Funds Deposited	\$ Checks Written	# Checks Written	
2010	35,704,205	30,618,428	4,034	
2011	49,591,685	27,570,780	3,332	
2012	46,068,938	42,847,082	3,213	
2013	36,337,643	33,281,432	3,436	
2014	33,381,303	23,023,461	3,606	
2015	29,161,472	20,463,897	4,379	
2016	28,824,426	23,323,106	4,756	
2017	35,249,174	22,313,559	4,390	
2018	25,189,086	30,062,499	4,362	
2019	41,605,905	28,457,115	4,254	
2020	52,015,173	49,408,087	4,973	
2021	69,794,418	53,669,895	5,105	
2022	85,526,905	47,918,772	5,114	
2023	53,554,624	55,116,165	3,515	
2024	51,829,037	50,667,971	3,492	

Note: Prior to the use of a Pooled Cash Fund (2010-2013), actual checks were written to transfer monies between funds. Also, actual checks were written to cover payroll, which was processed thru its own fund then. Pooled Cash Fund started in 2014.



■ Funds Deposited ■ \$ Checks Written

2011 Receipt of 2011 Bond Funds

2012 Redeeming CDs bought in 2011

2012 & 2013 Exp. high because of spending 2011 bond funds

2017 Receipt of 2016 Bond Funds - Receipt and Expenditure of OWRB loan on AMR meters; WWTP Design

2018 Receipt of 2018A Bond Funds

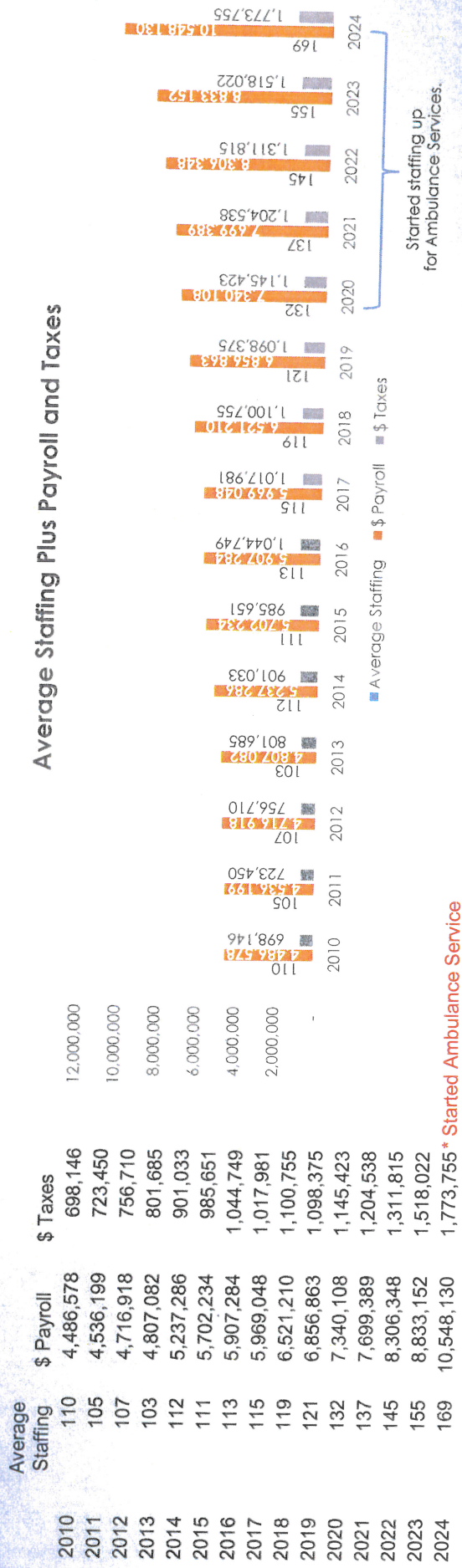
2019 Receipt of 2018B Bond Funds

2020 Receipt of 2019 Bond Funds - Receipt and Expenditure of OWRB loan on WWTP - Receipt and Expenditure of Downtown River District Funds.

2021 Receipt of 2020 & 2021 Bond Funds - Continuation of OWRB/WWTP & River Corridor Construction spending.

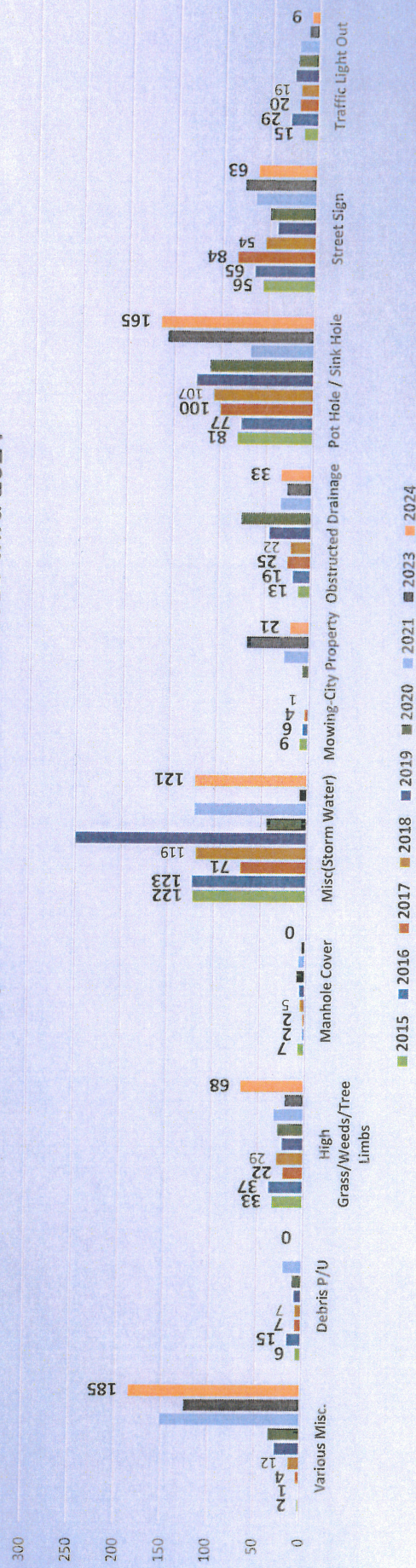
2022 Receipt of 2022A Bond Fund (PAC) and ARPA Funds - Construction spending.

Finance Department (cont.)



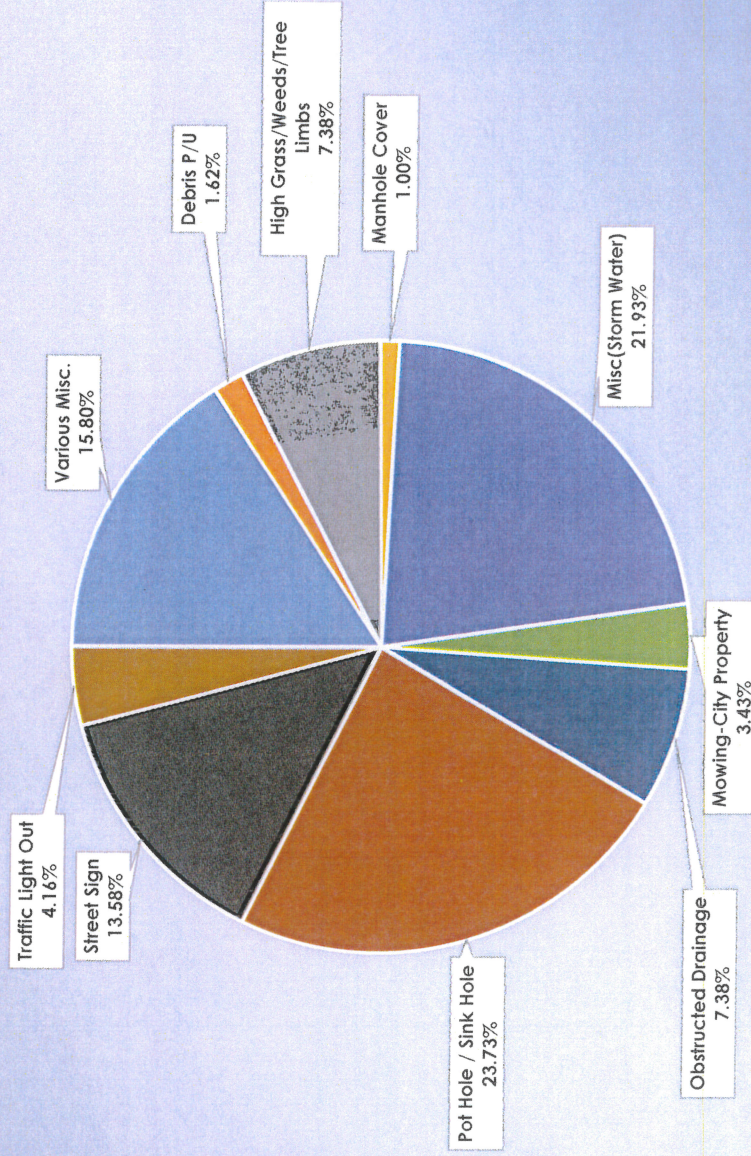
Street Department

Street Department Work Orders for 2015 thru 2024



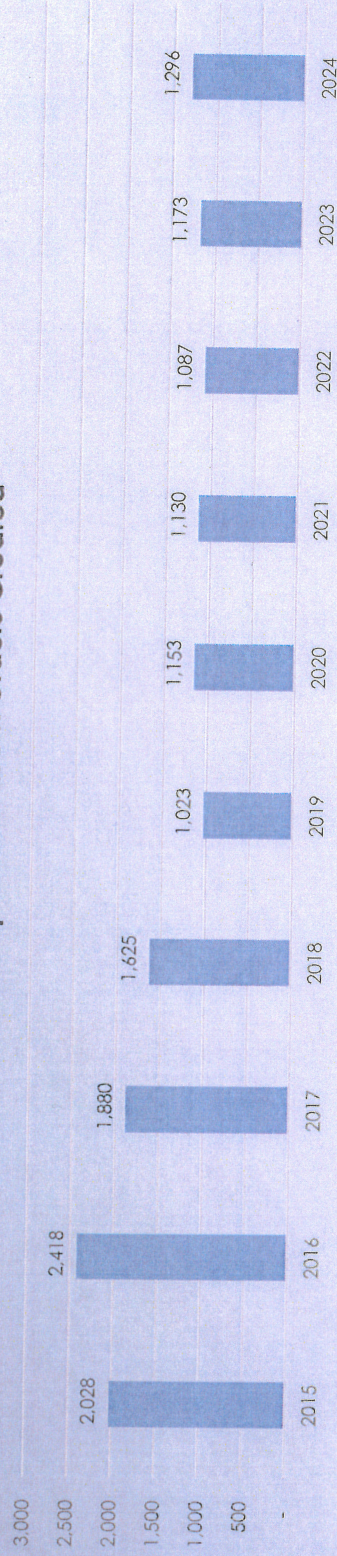
Street Department (cont.)

Last Ten Year Rolling Averages



Water Department

Water Department Work Orders Created



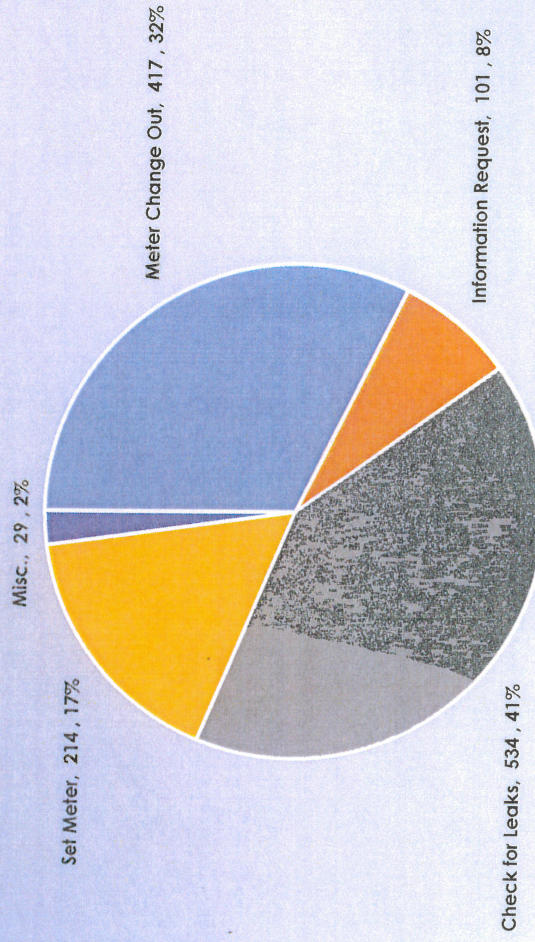
Water Department Work Order by Type - 2015 - 2024



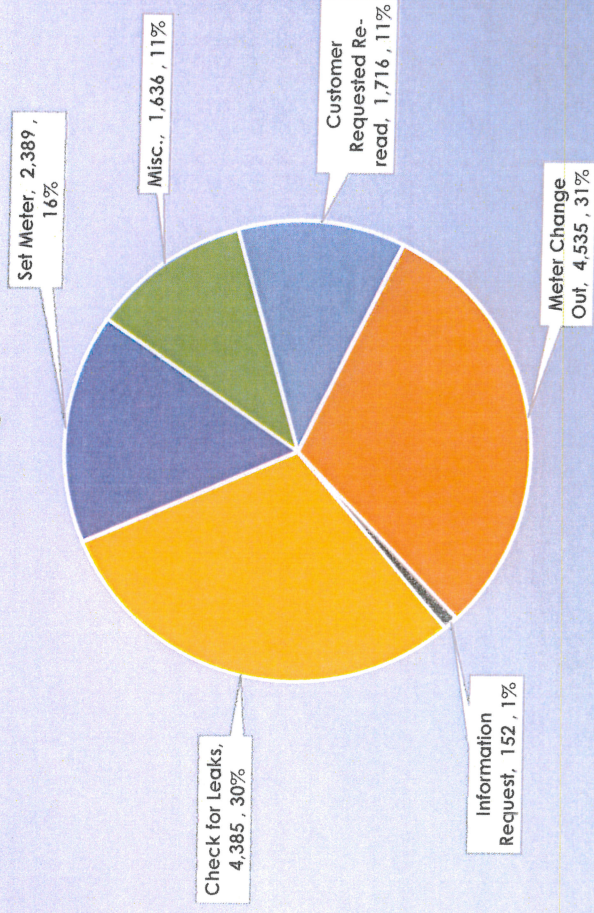
Water Department

(cont.)

2024 Water Department Work Orders



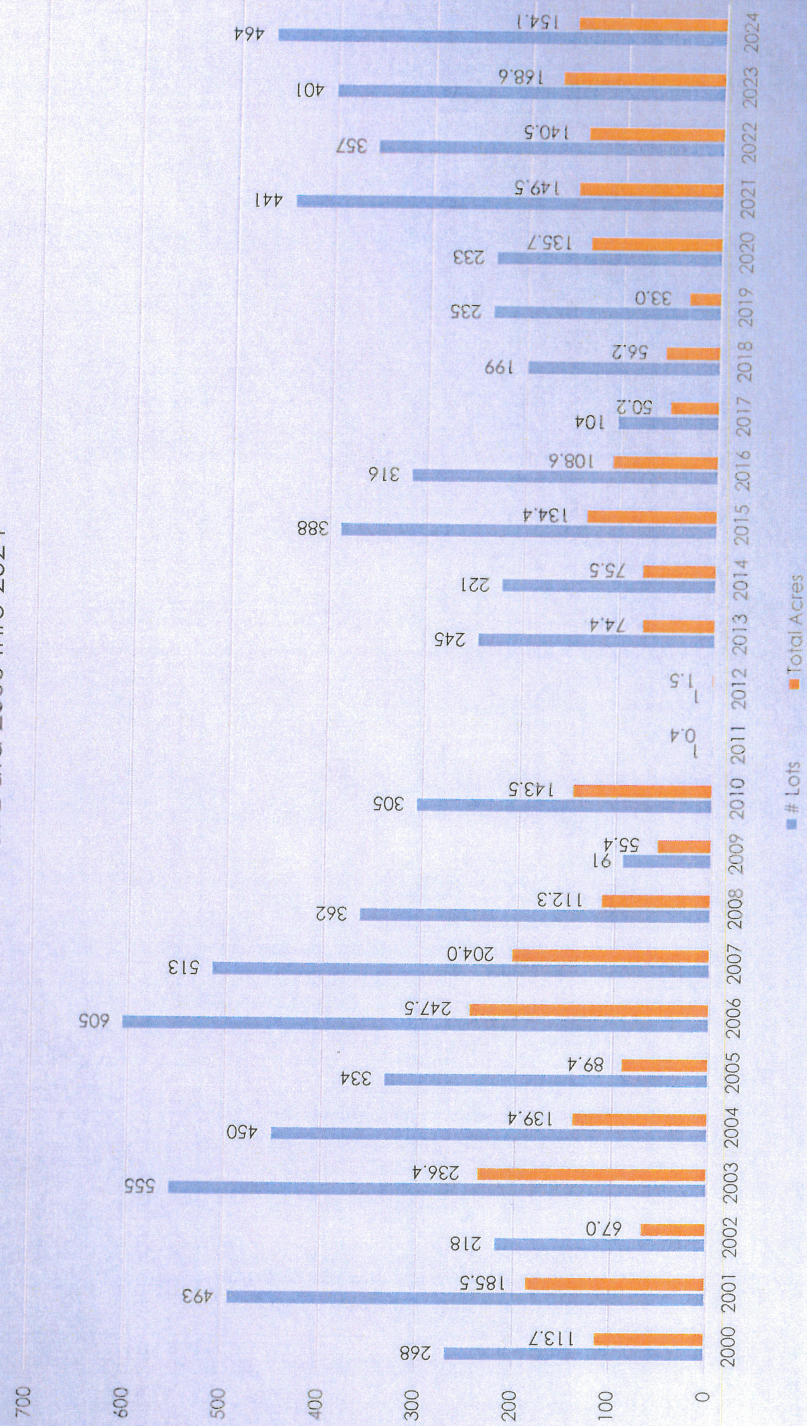
Water Department - Last Ten Year Rolling Averages



Development Services

Plat Data 2000 thru 2024

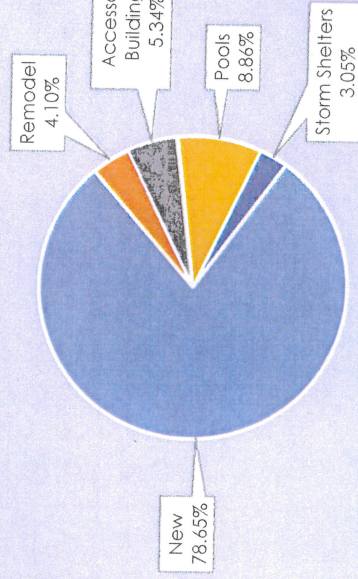
	# Lots	Total Acres
2000	268	113.7
2001	493	185.5
2002	218	67.0
2003	555	236.4
2004	450	139.4
2005	334	89.4
2006	605	247.5
2007	513	204.0
2008	362	112.3
2009	91	55.4
2010	305	143.5
2011	1	0.4
2012	1	1.5
2013	245	74.4
2014	221	75.5
2015	388	134.4
2016	316	108.6
2017	104	50.2
2018	199	56.2
2019	235	33.0
2020	233	135.7
2021	441	149.5
2022	357	140.5
2023	401	168.6
2024	464	154.1
	7,800	2,876.7



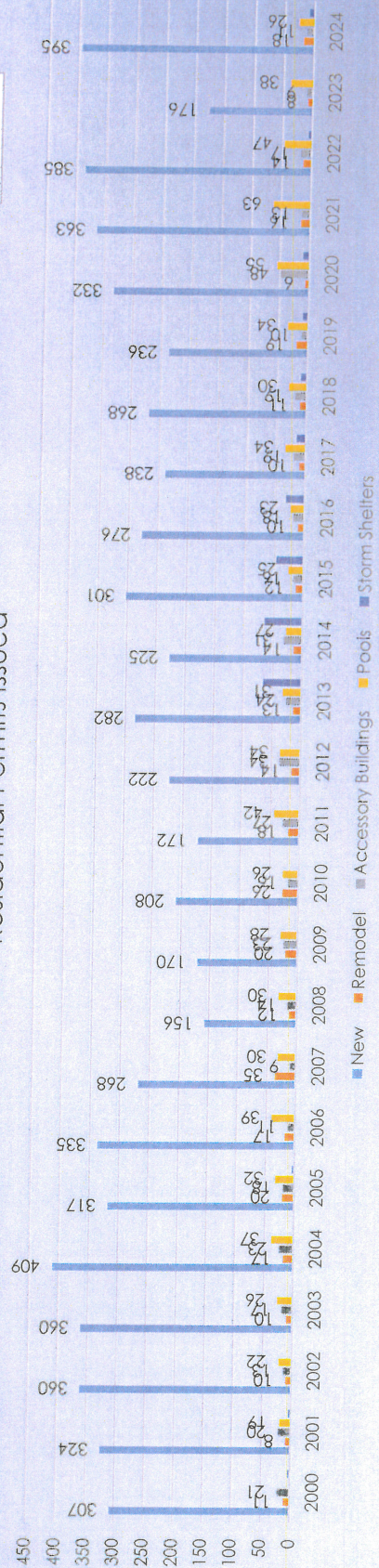
Development Services

(cont.)

Residential Permits Issued 2000-2024



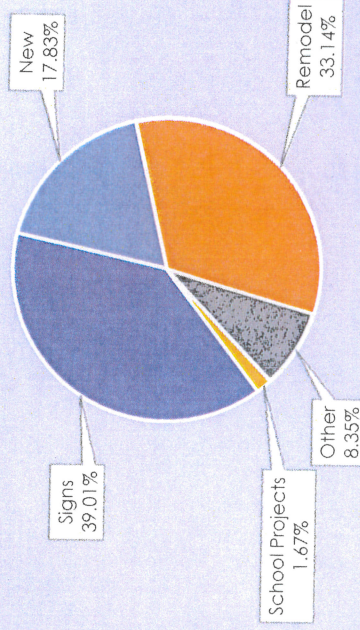
Residential Permits Issued



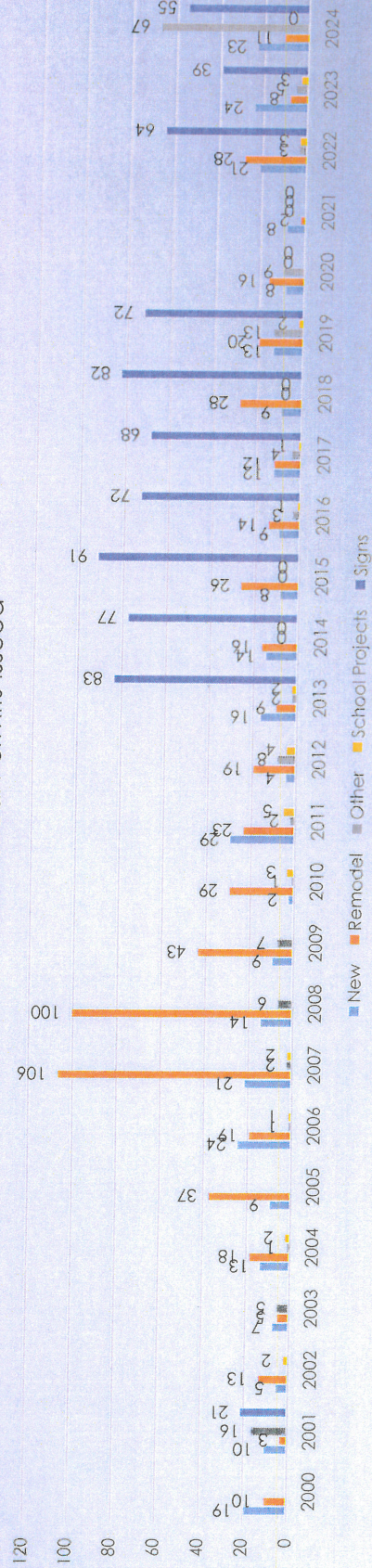
Development Services

(cont.)

Commercial Permits Issued 2000-2024



Commercial Permits Issued



Conclusion

- This study is a continuing quantitative analysis of City departmental workflows.
- Our future goals are:
 - Refining Data Collection
 - Refining Data Analytics

QUESTION?

Handout attachment to item 4 on Work Session Agenda

RFP #	Project Name	Start Date	End Date	DUE DATE	Due Notes	Project Notes	Project Delays	Project Requests
RFP 1-W	Iconik Mixed Use	Oct-23	Jul-25	Dec-25	Will be completed prior to due date	Management company has started offering pre-leasing for June 1st move in.	Soil conditions caused restructure of the building, a new planning com. Hearing, CC hearing, PUD Major Amendment, Redesign on building, Architectural, MEP, and structural engineering. 10-11 months of delay before starting	none at this time
RFP 1-E	Retail Padsite	Aug-25	Dec-25	Dec-25	Will be completed prior to due date	This will be completed with the utilities contract on the site. The actual project will be performed when market allows.	NA	none at this time
RFP 1-E	Parking Lot (Phase 1)	Aug-25	Dec-25	Dec-25	Requests added time	75% COMPLETE : Utilities, grading, gravel base, and both lifts of asphalt, concrete islands, irrigation sleeves, (No landscaping until end of phase 2)	Tulsa County had messed up the legal ownership deeds. The bank would not close the loan until Feb. 2025 due to the Deeds not reflecting properly. The City of Bixby helped correct this issue in January, 2025 and allowed us to "start".	Extension of time to be completed prior to EOY 2026
RFP 1-E	Parking Lot (Phase 2)	Jan-27	Feb-27		Requests added time	25% COMPLETE : Utilities, grading, gravel base, and both lifts of asphalt, concrete islands, irrigation sleeves, (No landscaping until end of phase 2)	Need to complete hotel project prior to Completing Phase 2.	Extension of time to be completed prior to EOY 2027
RFP 1-E	Hotel	Sep-25	Jun-27	Jan-28	Will be completed prior to due date	Loan has now closed to start. Tru by Hilton has approved all design and design documents are 90% complete, awaiting the geo tech to finalize structural analysis and finalize permit submittal.	Tulsa County had messed up the legal ownership deeds. The bank would not close the loan until Feb. 2025 due to the Deeds not reflecting properly. The City of Bixby helped correct this issue in January, 2025 and allowed us to "start".	Need a right away agreement for the drop off.,Need the Geo Tech for the Pool.
RFP 1-E	Conference Center	Jan-26	Jan-27	Dec-25	modifications have been made to entry and construction coordination between new city tenant and hotel will cause more needed time	Need to Coordinate timing with City and Hotel project to avoid construction adjacent to the entry from being blocked.	See hotel notes	Extension of Developer agreement amended to EOY 2027. Amendment on Developer Agreement to be new Developer (Waters Edge)
RFP 2-W	BPS Admin Project (Dawestrong)	Jan-25	Sep-25	Dec-25	Will be completed prior to due date	Will be completed shortly. Added "northern buildings" will be built as market demands	Deed correction issues from years ago. These have been corrected as of 4.11.25 (last week)	none at this time
RFP 2-W	Townhomes	Jan-27	Mar-28	none	No due date		Utility issues, (Gas company), redesign of layout and units. Not settled on numbers considering the redesign has caused uncertainty with the proforma. Owner is still committed to doing the project. Hopefully will start this year.	none at this time
RFP 2-W	Parking Lot	Jan-26	Dec-26	Dec-25	Requests added time	this needs to be phased to accommodate timeline of PAC and the townhome build. We are working with the city to accommodate this.	Storm and Gas easement issues are still being worked through. The utilities on this project are time consuming. Deed corrective issues last week. 4.11.25.	Extention of time to be completed prior to EOY 2026
RFP 2-E	Maintenance Building	Nov-25	Dec-26	Dec-25	Requests added time	Josh to purchase from partner. Grease trap will be installed and courtyard will be innstalled to encourage boutique restaraunts. This is not a guaranteed though. Will hopefully be completed before next summer.	Deed correction issues from years ago. These have been corrected as of 4.11.25 (last week)	Extention of time to be completed prior to EOY 2026, a Minor PUD Amendment based on market demand and changes made since agreement was completed.