



NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on January 2, 2024, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

NOTE: The Glenpool City Council will be assembled for the meeting at the City Council Chambers, 12205 S. Yukon Ave, Glenpool, Oklahoma. Members of the public are invited to attend the in-person meeting, or join a live broadcast at this link:

Join Zoom Meeting

<https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

Passcode: 974088

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The City Council welcomes comments from citizens of Glenpool who wish to address any item on the agenda.

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER.**
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: <https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf> and email it to the City Clerk: lasmith@cityofglenpool.com **PRIOR TO 6:00 PM, JANUARY 2, 2024.**

AGENDA

Page

A) **Call to Order - Joyce G. Calvert, Mayor**

B) **Roll Call, Declaration of Quorum – Lesli Smith, City Clerk; Joyce G. Calvert, Mayor**

C) **Invocation – Rick Tabisz- King of Kings Lutheran Church**

D) **Pledge of Allegiance – Joyce G. Calvert, Mayor**

E) **Management Report**

1) [CM Report.01022024 \(002\)](#)

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F) **Mayor Report – Joyce G. Calvert, Mayor**

G) **Council Comments**

H) **Public Comments**

I) **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All**

matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)

- 1) Minutes from December 4, 2023 meeting. 35 - 38
[City Council Regular Meeting - 04 Dec 2023 - Minutes - Html](#)
- 2) OMAG recommendation of denial on Sikes TORT Claim. 39 - 40
[Sikes TORT Claim](#)
- 3) Purchase of structural firefighting gear, and thermal imaging cameras in the amount not to exceed \$72,433.00 from Northern Safety Industrial. To be funded from the approved FY 23-24 Fire capital account No.01-6-06-6333. 41 - 43
[Structural Firefighting Gear & Thermal Imaging Cameras](#)
- 4) Budget Amendment CITY-08 for FY23-24 appropriating an insurance reimbursement in the General Fund for damage to a fire department vehicle and appropriating a Transfer from Fund Balance in the Public Safety Capital Fund for lease payments related to police vehicles. 44 - 45
[240102 FY24 Budget Amendment CITY-08_City Council_Staff Report](#)

J) Consideration and appropriate action relating to items removed from the Consent Agenda

K) Scheduled Business

- 1) Discussion and possible action to approve, deny or amend Ordinance No. 817, an ordinance amending Title 4 (Health and Sanitation), Chapter 3 (Smoking; Youth Access to Tobacco), Article B (Youth Access to Tobacco), Sections 4-3B-1 through 4-3B-9 of the Code of Ordinances for the City of Glenpool regulating youth access to tobacco, nicotine and vapor products. 46 - 61
(Susan White, Assistant City Manager)
[Staff Report - ORD Youth Access to tobacco_01.02.24](#)
[Ordinance - Youth Access to Tobacco \(redlined\) 12.21.23](#)
[Ordinance - Youth Access to Tobacco_clean](#)
- 2) Discussion and possible action to approve, deny, or amend Ordinance No. 819, an ordinance of the City of Glenpool, Oklahoma, amending Title 2 (Finance and Taxation), Chapter 2, (Contracts and Purchases), Section 6 (Sale of Surplus Property) of the Code of Ordinances for the City of Glenpool; repealing conflicting ordinances; containing a partial invalidity savings clause; and containing other provisions related thereto. 62 - 65
(David Tillotson, City Manager)
[Staff Report - Surplus Property Ordinance](#)
- 3) Discussion and possible action to approve or deny submitting a grant application to the Oklahoma Department of Environmental Quality in the amount of \$39,643.66 in grant funds with a required City match of \$9,910.91. 66 - 77
(Beth Miller, Grants and Special Projects Coordinator)
[Staff Report - ODEQ Grant Full Packet for Woodchipper](#)
- 4) Discussion and possible action to enter into Executive Session for the purposes of (A) conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within the City of Glenpool because public disclosure of the matter discussed would interfere with the development of products or

services and would violate the confidentiality of such business, pursuant to 25 O.S. § 307.C.11 of the Open Meeting Act; and (B) discussing the purchase or appraisal of real property, pursuant to 25 O.S. § 307.B.3 of the Open Meeting Act.

(David Tillotson, City Manager)

- 5) Discussion and possible action to reconvene in Regular Session.

(Joyce G. Calvert, Mayor)

- 6) Discussion and possible action to approve or deny authorizing the City Manager to proceed in a manner consistent with the discussion in executive session.

(David Tillotson, City Manager)

- 7) Presentation and discussion of the proposed strategic planning process for the City. (David Tillotson - City Manager)

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[Staff Report - Strategic Planning Process](#)

L) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on December 29, 2023, by 11:30 am.

Signed: Lesli Smith

City Clerk

City Manager's Report

January 2, 2024



City Of
Glenpool
Creating Opportunity

Human Resources

Open Positions

We currently have 12 open positions. These vacancies include those new positions approved in the FY2023-2024 budget.

- Public Works: 4 Positions
 - Water & Sewer Laborer – Advertised
 - Seasonal Streets and Parks Laborers (3) – Will post in March 2024
- Police Department: 4 Positions
 - Police Officer (2)
 - 1 Offer accepted, pending background
 - 1 Offer declined.
 - Dispatch (2) – Advertised & Interviewing
- Fire Department: 1 Position
 - Fire Fighter – Advertising, closed. Testing to begin after the 1st of the year.
- Administration: (1)
 - IT Director
- Finance: (2)
 - Finance Director: Advertised & Interviewing
 - Accounts Receivable/Payroll Clerk: Advertised & Interviewing

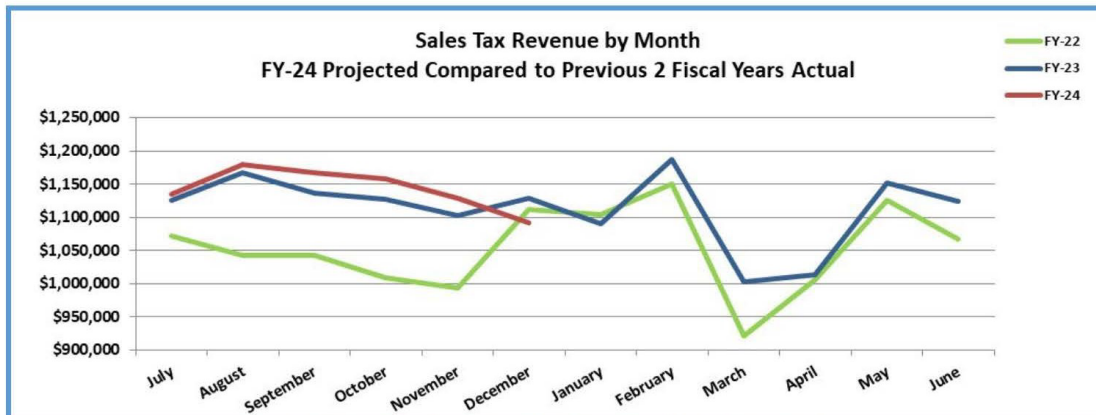
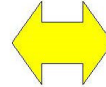
Projects and Training

- Participated in SHRM webinars
 - Two Paths: Developing Effective Managers and Potential Leaders
 - 5 HR Priorities You Need to Know

Finance

SALES TAX

FY24 Combined Sales Tax for all funds in December totaled \$1,091,433, 3.3% lower than FY23 revenues for the same period. Further details on December financial results will be reported next month after the December accounting period is closed.



GENERAL FUND REVENUES

FY24 General Fund year-to-date revenues in November totaled \$7,130,262, approximately \$515,194 or 7.8% higher than FY23 revenues for the same period. The change is primarily due to a 183.5% increase in investment income combined with a 3.3% increase in total tax revenues compared to November FY23.



GENERAL FUND EXPENDITURES

FY24 General Fund year-to-date expenditures in November totaled \$8,546,506, approximately \$3,086,784 higher than FY23 expenditures YTD. The increase is largely due to a one-time transfer of \$2,550,000 to the Glenpool Industrial Authority for the purchase of property. Excluding this transfer, expenditures are up 9.8% over prior year-to-date.

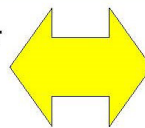


REPORT LEGEND

Better Than
Expected



Expected, or
Minor
Variance



Monitor and
Consider
Taking
Action



SALES TAX REVENUES—ALL FUNDS

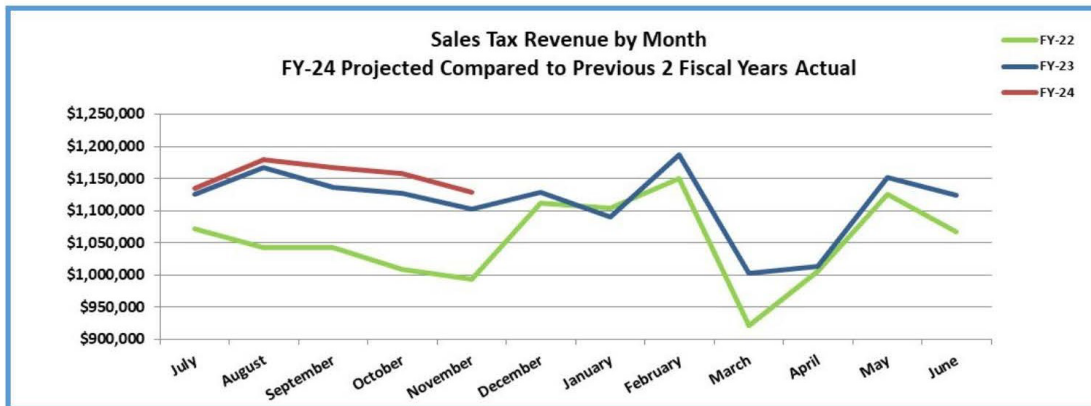


FY24 Sales Tax collections year-to-date in November were 2.6% above budget, and also 1.9% higher than FY23 collections for the same period.

MONTH	COMPARISON TO BUDGET			COMPARISON TO PRIOR YEAR			PERCENTAGE	
	REVISED BUDGET	FY2024 ACTUAL	AMT INC/(DEC)	FY2024 ACTUAL	FY2023 ACTUAL	AMT INC/(DEC)	INC(DEC) BUDGET	INC(DEC) PRIOR YR
July	\$ 1,142,094	\$ 1,134,751	\$ (7,343)	\$ 1,134,751	\$ 1,125,530	\$ 9,221	-0.6%	0.8%
August	\$ 1,148,637	1,179,694	31,057	1,179,694	1,167,026	12,667	2.7%	1.1%
September	\$ 1,132,475	1,167,426	34,951	1,167,426	1,136,626	30,800	3.1%	2.7%
October	\$ 1,110,095	1,157,352	47,257	1,157,352	1,126,462	30,891	4.3%	2.7%
November	\$ 1,089,369	1,128,880	39,511	1,128,880	1,102,424	26,457	3.6%	2.4%
December	\$ 1,164,263				1,128,358			
January	\$ 1,140,534				1,090,804			
February	\$ 1,214,932				1,187,747			
March	\$ 999,718				1,002,690			
April	\$ 1,049,085				1,012,534			
May	\$ 1,183,624				1,151,247			
June	\$ 1,138,469				1,123,707			
TOTAL	\$ 13,513,295	\$ 5,768,103	\$ 145,433	\$ 5,768,103	\$ 13,355,155	\$ 110,035	2.6%	1.9%

Y-T-D Budget \$ 5,622,670
Y-T-D Actual 5,768,103
Y-T-D Variance 145,433
Y-T-D % Var 2.6%

Prior Year \$ 5,658,068
Y-T-D Actual 5,768,103
Y-T-D Variance 110,035
Y-T-D % Var 1.9%

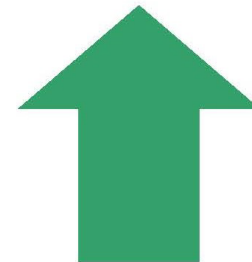
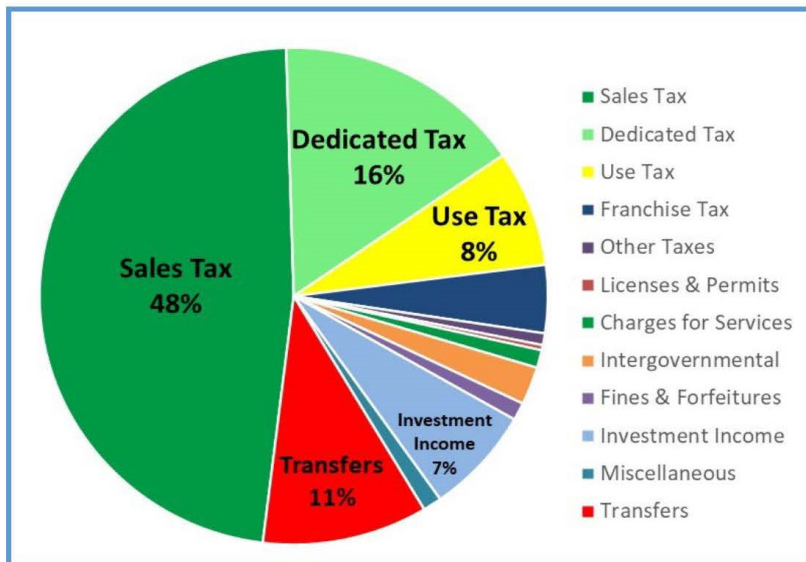


GENERAL FUND REVENUES

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Sales Tax	\$ 3,307,396	\$ 3,392,798	\$ 85,403	\$ 3,328,076
Dedicated Tax	1,102,465	\$ 1,131,125	28,660	1,109,547
Use Tax	514,353	\$ 541,023	26,670	474,717
Franchise Tax	250,000	\$ 315,102	65,102	296,876
Other Taxes	53,542	\$ 54,522	981	50,243
Licenses & Permits	28,042	\$ 24,052	(3,990)	31,928
Charges for Services	143,081	\$ 82,257	(60,824)	98,235
Intergovernmental	144,850	\$ 175,619	30,769	128,490
Fines & Forfeitures	87,917	\$ 81,900	(6,016)	87,430
Investment Income	41,667	\$ 496,401	454,734	175,114
Miscellaneous	25,159	\$ 85,462	60,303	78,411
Transfers	750,000	750,000	-	756,000
Totals	\$ 6,448,471	\$ 7,130,262	\$ 681,791	\$ 6,615,068

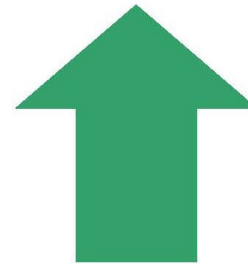
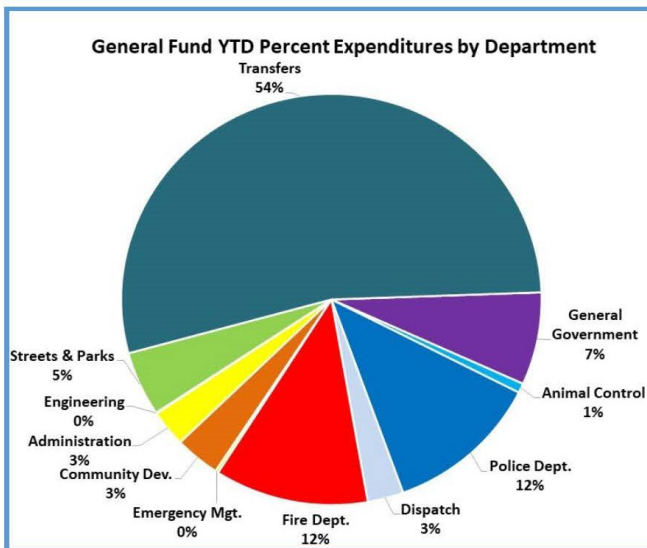
Over (Under) Budget year to date: **10.6%**

Increase (Decrease) over prior year: **7.8%**



GENERAL FUND EXPENDITURES BY DEPARTMENT

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget Under/(Over)	YTD FY23 Actual
General Government	\$ 645,304	\$ 622,910	\$ 22,394	\$ 494,824
Animal Control	69,001	63,809	5,192	60,752
Police Dept.	1,167,320	1,023,744	143,576	773,786
Dispatch	257,883	236,677	21,206	207,317
Fire Dept.	1,273,150	1,011,339	261,811	891,248
Emergency Mgt.	33,123	20,216	12,906	1,335
Community Dev.	384,315	297,791	86,525	290,955
Administration	329,808	244,395	85,412	232,429
Engineering	89,292	5,530	83,762	-
Streets & Parks	768,070	434,200	333,870	315,845
Transfers	4,636,388	4,585,987	50,400	1,859,547
Totals	\$ 9,653,654	\$ 8,546,599	\$ 1,107,054	\$ 5,128,039
Under (Over) Budget year to date:		11.5%		
Increase over prior year:		66.7%		

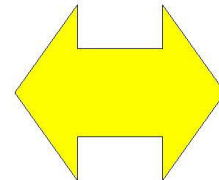
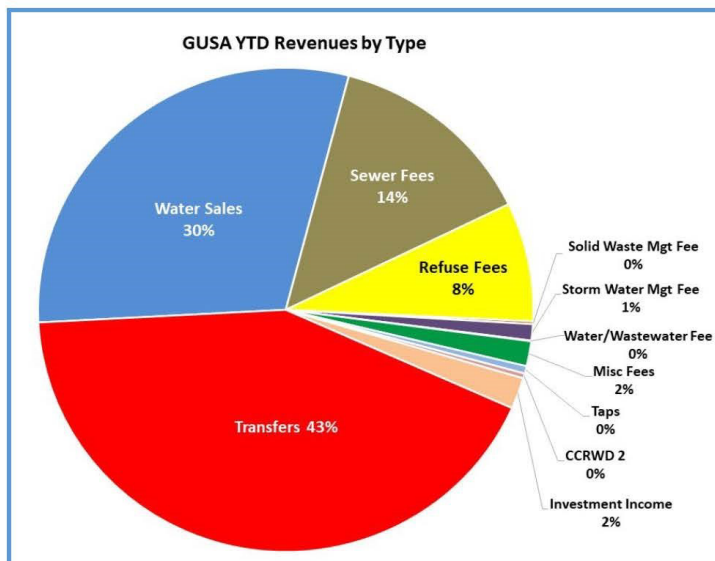


GLENPOOL UTILITY SERVICES AUTHORITY REVENUES YEAR-TO-DATE

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Water Sales	\$ 1,416,667	\$ 1,324,801	\$ (91,866)	\$ 1,378,366
Sewer Fees	666,667	606,758	(59,909)	627,099
Refuse Fees	385,417	351,424	(33,993)	344,041
Solid Waste Mgt Fee	9,167	8,355	(811)	8,224
Storm Water Mgt Fee	52,500	47,886	(4,614)	47,152
Water/Wastewater Fee	1,208	2,191	983	1,047
Misc Fees	59,375	73,447	14,072	60,432
Taps	22,917	22,200	(717)	17,950
CCRWD 2	13,125	14,610	1,485	12,017
Investment Income	43,750	92,299	48,549	33,531
Transfers	1,469,137	1,881,125	411,988	1,859,547
Totals	\$ 4,139,929	\$ 4,425,095	\$ 285,167	\$ 4,389,406

Over (Under) Budget year to date: 6.9%

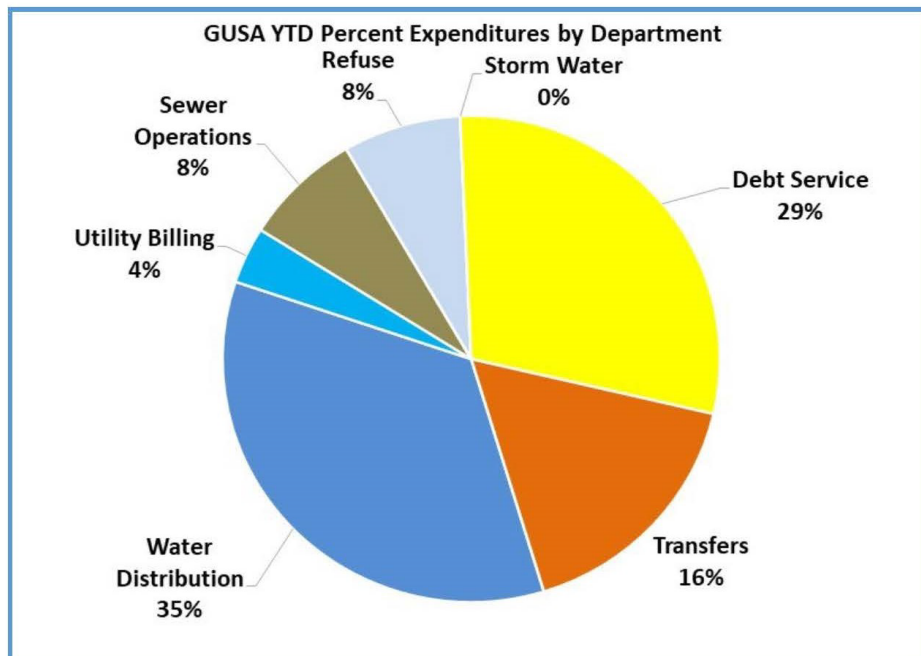
Increase over prior year: 0.8%



GLENPOOL UTILITY SERVICES AUTHORITY EXPENSES YEAR-TO-DATE

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget (Over)/Under	YTD FY23 Actual
Water Distribution	\$ 1,593,360	\$ 1,570,749	\$ 22,610	\$ 1,167,399
Utility Billing	161,944	169,480	(7,536)	148,081
Sewer Operations	394,892	346,574	48,318	-
Refuse	323,333	345,758	(22,425)	261,686
Storm Water	234,167	-	234,167	-
Debt Service	1,222,443	1,321,013	(98,571)	1,228,521
Transfers	750,000	750,000	-	750,000
Totals	\$ 4,680,138	\$ 4,503,575	\$ 176,563	\$ 3,555,687

Under (Over) Budget year to date: 3.8%



FUND DASHBOARD

FUND	REVENUES	EXPENDITURES	CHANGE IN FUND BALANCE
GENERAL FUND	\$7,130,262	\$8,546,599	<\$1,416,337>
GLENPOOL UTILITY SERVICES AUTHORITY FUND	\$4,425,095	\$4,503,575	<\$78,480>
GLENPOOL INDUSTRIAL AUTHORITY FUND	\$3,000,111	\$481,683	\$2,518,428
STREETS & INFRASTRUCTURE FUND	\$367,456	\$23,804	\$343,652
PUBLIC SAFETY CAPITAL FUND	\$669,556	\$669,985	<\$428>
PUBLIC SAFETY PERSONNEL FUND	\$696,164	\$600,472	\$95,692
CAPITAL FUND	-	-	-
ARPA FUND	-	\$786,698	<\$786,698>
PARKS AND RECREATION FUND	\$7,075	-	\$7,075
HOTEL FUND	\$106,664	\$106,664	-

Development Services

Listed below are current development related activities within the City of Glenpool **through the month of December 2023**. These activities listed include Projects Under Construction, Planning Applications Under Review, Approved Projects Not Under Construction, Building Permits and Inspections, and Code Enforcement Activity. The most recent activities are highlighted in **red**.

Commercial/Industrial Projects Under Construction:

1. **Wade's RV Service Center** - Commercial RV Sales, Service and Storage project located at 16059 S Us Hwy 75. Estimated completion late January 2024.
2. **Mammoth Luxury Garage Condos** – Commercial storage with office space project located at 16571 S. Broadway St. Estimated completion January 2024.
3. **Arrowhead Mini Storage** – A Site Plan application for Phase II of the Arrowhead Mini Storage located at 14801 S. Elwood Ave. Estimated completion late December 2023.
4. **Beehive Phase II** – A Site Plan application for Phase II of the Beehive Care Facility located at 12570 Vancouver Ave. Estimated completion March 2024.
5. **17 Quincy, LLC Warehouse #2** - A Site Plan application for a proposed 16,000 sf warehouse office building on a 1.56-acre site in MonTapp Addition. Estimated completion February 2024.
6. **Miller Tippens** – A Site Plan application for a 5,000sf addition to an existing building located at 437 E 141st St. S. Estimated completion date January 2024.

Commercial/Industrial Occupancy Permits Issued in December:

1. **Morris Early Learning (14275 S Elm Ste# E) – Day Care**
2. **The Play Nook (14020 S Elm Ste# E) – Children Amusement Venue**
3. **Shwe Myanmar Store (985 E 141st St. Ste# A and B) Grocery Market**
4. **Dank Banq (13704 S Union Plaza) – Smoke Shop / OMMA Dispensary**
5. **Arrowhead Storage Phase 2 (14801 S Elwood Ave.) – Self Storage Facility**

Earth Change Permits Issued:

1. **Eagle I Investments (The Lakes at Twin Mounds Commercial)** – Southwest corner of W. 161st Street and US 75. The owner is clearing, grading and preparing the 11-acre site for future commercial uses.
2. **South 75 Business Park** – 2.5-acre site near northwest and northeast corner of 166th Street South and South Broadway Street. The owner is clearing, grading and installing drainage improvements to serve the area.
3. **Grandview Heights Apartments North Expansion** – A 120-unit apartment project on 6.8-acre site located at 12150 South Yukon Avenue. This is an expansion of the existing Grandview Heights Apartment project.

Residential Projects Under Construction:

	Subdivision Name	Lots Approved	Under Construction	Completed	Lots Available
1	The Pines	31	0	31	0
2	Glen Hills I (Phase 1-6)	84	0	82	2
3	Glen Hills II (Phase 7-11)	78	30	32	16
4	Scissortail	88	5	40	43
5	Redbud Glen	74	2	16	56
6	Twin Ponds	25	1	1	23
	Totals	380	38	202	140

Planning Applications Under Review:

- A. **Annexation(s):** No New Applications
- B. **Comprehensive Plan Amendment(s):** No New Applications
- C. **Zone Amendment(s):** No New Applications
- D. **Planned Unit Development (PUD):**
 1. **S75 Business Park (PUD 42B)** – A proposed major amendment to the PUD 42B regulations to allow a campground within the PUD 42B boundaries.

E. Subdivision Plat(s):

1. **Carson Trails** – A subdivision plat for Phase I of Carson Trails PUD-43. The plat consists of 82 residential lots and four (4) reserve areas.
2. **Twin Ponds** -

F. Lot Split Application(s): No New Applications

G. Site Plan Applications:

1. **State Farm Office – Marvin Manns** – A Site Plan review of a proposed office building located at 201 E 141st St.

H. Specific Use Permits: No New Applications

I. Variance(s):

1. **Sanchez Property** – A Variance (BOA-487) request to reduce the side-yard setback requirements for a proposed house. The subject site is located at 94 W 147th St S.

Approved Projects Not Under Construction

1. **McGraw Winfield Realtors** – A proposed 4,434sf office building located at 12189 South Yukon Avenue.
2. **By-Weld Industries** - A proposed metal fabrication business located on a 6.81-acre lot within the S75 Business Park Phase III. The project consists of a 16,585sf building and related site improvements.
3. **Carson Trails** – A 497-lot residential subdivision located north and east of the northeast corner of West 181st Street and South Union Avenue directly adjacent to Eden South neighborhood.
4. **Grandview Heights Apartments North Expansion** – A 120-unit apartment project on 6.8-acre site located at 12150 South Yukon Avenue. This is an expansion of the existing Grandview Heights Apartment project.
5. **Redbud Glen II** – A Preliminary Plat to subdivide a 25.729-acre site into sixty-seven (67) lots in eight (8) blocks and four (4) reserve areas. The subject site is generally located north of E. 149th Street S. and West of S. Elwood Ave.
6. **Twin Ponds Phase II** – Preliminary Plat of a 12.29-acre site. The plat proposes to subdivide the site into ten (10) lots and four (4) reserve areas. The subject site is generally located north of West 181st Street South – ½ mile west of Highway 75.
7. **C & C Office Complex** – A Site Plan review of a proposed 2,672 sf office building located 459 E 151st S. The existing single-family residence will be converted into an office building.

Planning Commission Agenda Items

November Meeting Cancelled

Current Residential and Commercial Building Permit Statistics

New Residential Permits Issued December 2023	4
New Commercial Permits Issued December 2023	0
Current Active Residential Permits	48
Current Active Commercial Permits	6
Residential Permits thru December 2022	69
Residential Permits thru December 2023	52
Commercial Permits thru December 2022	10
Commercial Permits thru December 2023	0
Assessment Letters Issued in December 2023	0
Total Assessment Letters Issued in 2023	13

Code Enforcement Activity for **December 2023**

ACTIVITY DESCRIPTION:	Totals			
Complaints received and investigated Year to Date	1,226			
Open public nuisance cases through December 2023	65			
CODE ENFORCEMENT CASES	Sept	Oct	Nov	Dec
	92	101	84	62
High grass:	33	32	3	-0-
Fire damaged structures:	-0-	-0-	-0-	-0-
Illegally parked vehicles:	7	4	5	3
Nuisance abatements (contractor):	1	-0-	-0-	-0-
Notices issued for residents with no water service:	-0-	2	1	-0-
Tulsa County Health Department citations:	-0-	-0-	-0-	-0-
Illegally placed signs:	29	44	61	49
Damage to public facilities citations:	-0-	-0-	-0-	-0-
Excessive trash & debris notices:	9	11	7	4
Dilapidated structures/property notices:	-0-	-0-	-0-	-0-
Trash can/receptacle placement notices:	-0-	1	-0-	-0-
Building demolition & removal:	-0-	-0-	-0-	-0-
Inoperable/abandoned vehicles:	1	2	3	4
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	4	6	3	1
Stagnant water causing mosquito issues:	2	-0-	-0-	-0-
Pest issue:	1	-0-	-0-	-0-
Dilapidated fencing:	3	-0-	1	1
Noxious odor:	-0-	-0-	-0-	-0-

Public Works

The following details of all work completed between November 25, 2023 – December 22, 2023

Streets

- Crack sealed – Pecan Estates (1 day), Taylors Pond (8 days)
- Filled potholes – NONE
- Fixed downed streets signs – Stop Sign at 126th & 26th W
- Cleaned storm drains – various areas
- Picked up trash around town.
- Weeded
- Trimmed trees
 - 126th east of 33rd West – 3 days
 - 141st east of 75 – 4 days
- Final inspections for Road Projects
- Cleaned up trash & debris dumped at 136th & Nyssa Ct
- Brush hogged city property @ 156th

Parks

- Black Gold
 - Contractor hung Christmas lights in park.
 - Flag lowered to half-staff twice
- Kendalwood North
 - Watered new sod
- Kendalwood South
 - Playset installation set for late January.
- Lambert
 - Park bridge was removed by city staff – 3 days
 - Sod to be laid as soon as feasible to limit erosion
 - Cut down dead trees and trimmed up trees
 - Planted daffodils along fence
- Morris
- Rolling Meadows
- South County Soccer
- Picked up trash and emptied trash cans daily at all city parks.
- Repaired brush hog unit – clutch had worn out

Facilities Maintenance

- Monitored the installation of the new generator at EMSA building. Unit is in, but electrical has only just begun to be installed.
- Roll up door repaired at conference center by contractor
- Front door actuator repaired by contractor
- Installed 20 new LED fixtures at Public Works
- Changed lights in Conference Center parking lot
- Repaired several old city trucks with parts from Pick-n-Pull
- Winterized Black Gold, Morris, and South County Soccer Restrooms
- Outstanding Projects:
 - The north waterfall pump at city hall is out of service. Replacement pump is pending.
 - An RFQ for AC Maintenance program throughout the city has been issued. Three responses have been received.
 - OGE is working on converting all lights in the park to LEDs

Wastewater Treatment Plant:

- Daily calibration and testing performed (CL, DO, pH)
- Daily readings performed.
- Daily flow monitoring performed.
- Daily addition of chemicals to lagoon
- Weekly Biological Oxygen Demand and Total Suspended Solids samples to Green Co. Testing
- Mowed, weeded, and sprayed (where needed)
- Vehicle and equipment maintenance performed.
- Grinder shaft is in the shop.
- Blower #1 is down AGAIN and needs repaired. Automatic Engineering installed a new VFD but it blew up immediately upon powering it up. They are looking for replacement parts.
- Blower #3 VFD is down and needs repaired.
- Serviced mower to prep for spring
- Extracted old bridge, utility poles, and trash from behind Animal Control building to make space for more kennels.
- Trimmed trees along east property line
- Prepped old truck as a spray rig for next season

Lift Stations:

- Mowed, weeded, and sprayed (where needed)
- Inspected all lift stations
 - Cleaned floats
- Assisted tree clean up at WWTF
- PROJECT COMPLETE: Speedy's lift station received new battery backup and HMI.
- PROJECT COMPLETE: Shell lift station received a new junction box and had the wiring to the pumps and floats reconfigured. The existing j-boxes were corroded and failing.

Distribution:

- 751 Utility locates
- 140 service orders completed for the utility office
- 88 turn offs for non-payment – from 2023-11-28 and missed last report
- 0 turn offs for non-payment – no turns off for December
- 12 lock outs for non-payment – from 2023-11-30 and missed last report
- 0 lock outs for non-payment – no lock outs for December
- Performed monthly meter reads and with 30 bad registers
- 6 leaks repaired (1 major, 5 minor, 6 minor repairs pending)
- 0 meters set (0 residential, 0 commercial)
- 28 pending meter sets (27 residential, 1 commercial)
- Monthly water samples taken and passed
- Mowed, weeded, and sprayed (where needed) at water towers and booster stations
- Cleaned and serviced vehicles and equipment
- Jetrodded 3 possible sewer backup(s) (2 on city side, 1 on customer side)
- Diagnosed 8 hydrants, put 0 back in service and ordered parts for all others.
- Sewer Manholes repaired 2
- Booster Pump station on US75 at 131st has had it's pin hole leak temporarily repaired. The station is now mostly isolated from distribution. Awaiting further instruction from city engineer on path forward.
- Installed 5 iTrackers throughout city to track Inflow and Infiltration during rain events
 - Initial training was given to staff by vendor. Further training will happen once data has been collected by sensors.
- 120Water has been contracted to begin Lead & Copper Line Inventory

Misc:

- Capital Expense Update – Vacuum Trailer from Key Equipment has been delivered and is in service. This machine has already improved to make many repairs much cleaner, faster, and safer.

Community

- 7 public works staff participated in Storm Water class at conference center
- 5 public works staff assisted PD with road closures during Chamber Christmas parade

Riley and his daughter dressed up our new 3500 utility truck for the Christmas parade.



iTracker device shown installed in a manhole. These devices will aid in nailing down where our Inflow and Infiltration is sourcing from within town.



City staff participated in a storm water class. Demonstration were given on how pollutants get to our creeks along with how different surfaces slow the storm water to give our infrastructure more time to get rid of water during a rain event.



Steve working to beautify Lambert Park by planting 100 daffodil bulbs



Riley and JJ changing out all the lights in the Conference Center parking lot.



Engineering

Introduction

This report summarizes the activities of the engineering department and infrastructure projects in the City of Glenpool during the stated period.

Wastewater Treatment Plant (WWTP)

The City of Glenpool received direct award of the American Rescue Plan Act (ARPA) grant for a new mechanical wastewater treatment facility (WWTF). The City currently owns and operates a Lagoon System Wastewater Treatment Plant. The proposed project is a 3.0 MGD Sequencing Batch Reactor (SBR) Mechanical Wastewater Treatment Plant (WWTP). The project is in the SW1/4, NW1/4 of Section 11, T17N, R12E, Tulsa County.

Project Program Management Summary

Consultant/Project Program Manager (PPM)	S2E Engineering PLLC
Task	Progress (percentage)
Project Administration	14%
Design Consultant Selection Phase	100%
Regulatory Approval/Permits	4%
Public Communication Phase	4%
Detailed Design Phase	16%
Bidding Phase	0%
Construction Phase	0%
New Site Property and Topographic Survey	87%
Site Flood Plain Permitting NoRise Analysis	79%
Conditional Letter of Map Revisions (CLOMR), if needed	0%
Letter of Map Revisions (LOMR), if needed	0%
Environmental Information Document	67%
ARPA Grant Administration Coordination	2%

Professional Engineering Design

Engineering design is currently in progress. Garver has presented two (2) draft Technical Memoranda (TM) covering Disinfection and Dewatering Alternatives. The City's project team met with 3 SBR vendors to evaluate their SBR technologies. 50% of the design is scheduled to be completed by January 2024.

2023 Street Maintenance and Stormwater Structure Improvement Project

This project is the 2023 Street maintenance and stormwater structure improvements project involving street paving repairs, overlays, and stormwater structure improvements within the city of Glenpool. This project consists of two phases. Phase I was approved by the council on May 15, 2023, with a total of 285,500. Phase II was approved by the council on July 17, 2023, with a total of 318,700. This project has experienced delays, due to weather conditions, and the contractor's acquisition by another company. The engineering department is actively overseeing the project timeline and maintaining regular communication with the contractor to guarantee the project's successful completion.

Project Summary

Contractor	Dunham Asphalt Services
Advertised For Bid	April 1 2023
Notice to Proceed	August 8 2023
Planned Final Completion	November 8, 2023
Actual Completion Date	December 8, 2023
Total Project Cost (Phase I&II)	\$604,200 (Excluding Change Order)
Change Order	\$70,196

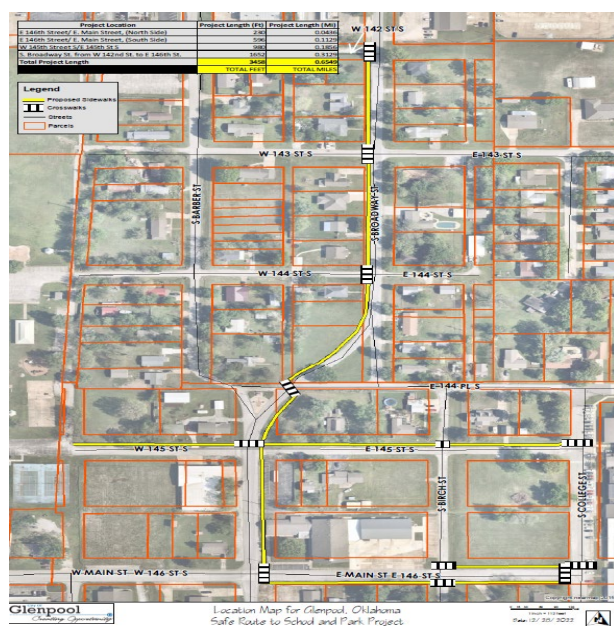
Glenpool Safe Route To School Project

This project provides an ADA compliant sidewalk network from the Glenpool Public School to Black Gold Park. The City of Glenpool has entered a contract with ODOT to fund this project under the TAP3-8104 DOT Agreement. Consultant selection is underway. The RFQ was sent out August 30th, 2023. The City interviewed 2 respondents to the RFQ. The City has selected Kimley-Horn as the design consultant for this project. ODOT is presently coordinating the scope and fees with the Consultant.

Total Project cost: \$1,202,760.00

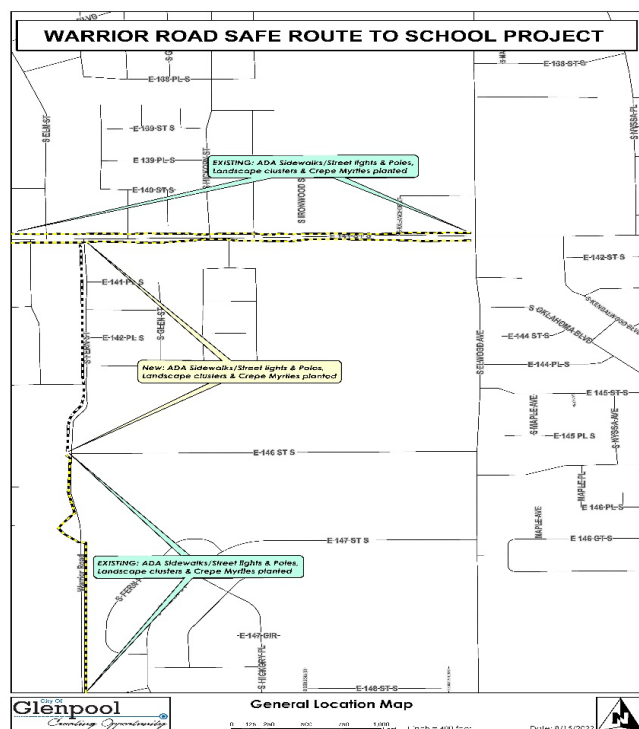
Match fund: \$ 240,552.00

(This project is on-going, no updates since the November Engineering Departmental Report).



TAP Grant Sidewalk Improvement on Warrior Road from 146th Street to 141st Street.

The City has received the Urban Funding Agreement from Oklahoma Department of Transportation. City Staff sent out a request for qualification for this project on December 13, 2023. The responses to the RFQ are due January 8th, 2024.



SH67/151st Corridor Study

This is a progress update on the SH 67/151st St Corridor Study. The City of Glenpool in conjunction with Kimley-Horn, Oklahoma Department of Transportation, INCOG and the City of Bixby, held its 3rd Public Meeting on the SH 67/151st corridor on September 5th, 2023. *(This project is on-going, no updates since the November Engineering Departmental Report).*

US 75/141st

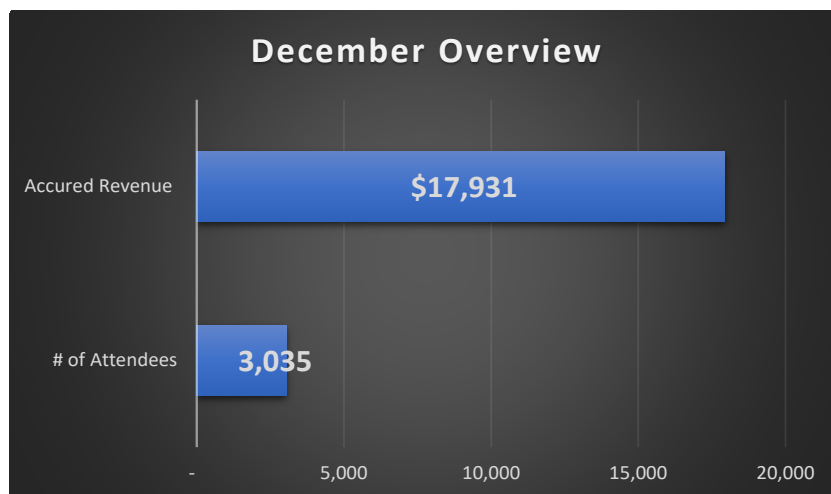
The construction of the US-75 Grade Drain Bridge and Surface Project, designated as State JP # 35120(08), located at the intersection of US-75 and 141st Street, is currently underway. The Oklahoma Department of Transportation, in collaboration with the design consulting firm Poe and Associates and the City of Glenpool, will be organizing a public meeting on November 28, 2023. As per the ODOT's 8-year plan, the anticipated date for the project to be put out for bids is February 2024. The project duration is estimated at 315 days. The project cost is estimated to be approximately \$27.5 Million. Construction is estimated to begin Summer 2024. *(This project is on-going, no updates since the November Engineering Departmental Report).*

Recommendation

This report is for information purposes only. Staff has no recommendations.

Conference Center

During December, we hosted a total of 25 events. Of those events, it was a combination of Christmas Parties, Quinceaneras, Weddings, and the Glenpool Community Christmas Shoppe. We also hosted a two day Native American Christmas Market featuring local Native American artists and their unique pieces. Lea Ann & Katlyn will be setting up a booth at the Tulsa Wedding Show on January 6th promoting the conference center as a wedding venue.



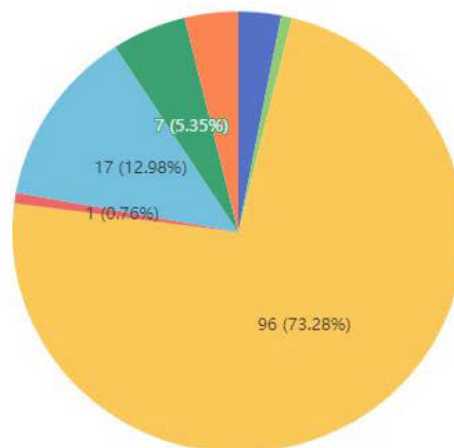
Fire Department

Glenpool Fire Department Operations December 2023

12/1/23-12/21/23

Run Type	# of Calls	Totals Calls
EMS Runs	96	131
Fire Runs	35	
Overlapping	24	

Total (131)



Incident Type Major

1 - Fire	4
2 - Overpressure Rupture, Explosion, Overheat(no fire)	1
3 - Rescue & Emergency Medical Service Incident	96
4 - Hazardous Condition (No Fire)	1
5 - Service Call	17
6 - Good Intent Call	7
7 - False Alarm & False Call	5

131

Economic Development

December:

- *Business, Retention, & Expansion (BR&E)*
 - Chamber & City Collaboration: Monthly meetings are occurring between Sydney Bland (Chamber Director) and Joe Wuest (City Economic Development Director) to discuss BR&E strategies and support for local businesses.
 - Manufacturing Training: The City and Chamber collaborated on bringing the Oklahoma Manufacturing Alliance to Glenpool on December 12, 2023, to assist a Glenpool manufacturer in their training needs. This training will help bolster the skills and knowledge for both management and staff. Key action items and next steps were discussed for future meetings for the development and implementation of the training.
 - Client Relationship Management Tool: Working with CRM company to input business data into CRM to better track progress of BR&E visits for 2024.
 - GO Oklahoma, Global Opportunities for Oklahoma Companies: Information is being shared through email and visits, regarding the Oklahoma Department of Commerce's new, pilot program which will help Oklahoma businesses in exporting their products internationally.
- *New Business/Sites*
 - Business Inquiries: Economic Development has had continued conversations with several potential businesses regarding relocating aspects of their operation to Glenpool.
 - Exploratory discussions have centered around sites, existing buildings, current/future infrastructure needs, and job creation.
- *Partnerships:*
 - Tulsa's Future Economic Development Officer Roundtable: On December 13, 2023, Director of Economic Development met at the Tulsa Regional Chamber for a quarterly gathering of regional EDOs.
 - Items discussed were a report shared from a large site selector that was in the region in November, upcoming strategic planning for the Tulsa region to help boost growth potential, and upcoming dates and important events for 2024.
- *Grants:*
 - 2023 Grant Information: In 2023, Beth Miller (Grants & Special Projects), worked with staff and Council to submit applications for various grants. In total, the City was awarded over \$2 million in grant funding for the year. Here is the breakdown:
 - 22 grants submitted.
 - 11 still in progress/awaiting reply from grant issuer.
 - 6 grant applications were denied.
 - 5 grants approved.

- Special Projects:
 - Ida E. Glenn Well #1: Staff, with help from a historian and conservationist, are trying to pinpoint the location of the historic oil well that gave the City of Glenpool its name. Once identified, this can be included in the National Register for Historical Places.

Police Department

Staffing

The department conducted officer testing on 11/18/23 and initial oral boards on 11/20/23. We will hold three chiefs interviews in hopes of filling our two vacant positions. Two of the three applicants are currently CLEET certified. Hiring certified officers will vastly speed up the process of releasing these officers onto patrol.

Officer Allison has begun his CLEET academy and is scheduled for graduation in 2024.

The communications division held interviews and will be starting a new dispatcher on 12/04/23. This is our last open position. The communications division will be fully staffed at that time.

Training

As part of the approved budget, the department purchased new handguns with red dot optics. All of the department, except four officers, have completed the transition training course and are now carrying their new firearms. The addition of a red dot site improves officers' accuracy and ability to observe their surroundings, should a need arise to utilize their weapon. This will benefit the possibility of de-escalation in stressful events.

Officers with the Bixby Police Department were trained in the use of our Ti Training Simulator. We will continue to offer the simulator to surrounding departments and look forward to training with our neighbors. Training courses like these are a good way to build relationships and establish standard practices between departments.

Projects

The new property clerk has installed a new storage system for firearms in an effort to re-organize the available space.

The department was again selected for the Highway Safety Office grant. Officer began working grant shifts, specifically related to traffic enforcement, on October 1st. The grant period will run through the end of September 2024.

Equipment

During budget proposals for this year, the department was approved for the purchase of five new patrol vehicles. The first vehicle will be delivered to the decal shop the week of 12/04/23. The remaining four will be delivered every week thereafter.

Headlines

The department held testing for the open detective position and Corporal Sebastian Duque has been selected for the position. We look forward to the knowledge he brings and his enthusiasm to learn.

Glenpool Police Department

Monthly Statistics

November of 2022

Calls for service	1507
DUI	8
Collisions	55
Alarm Calls	41
Burglary	5
Disturbance	17
Domestic Related	14
Fraud	5
Harassment	4
Larceny	12
Loud Noise	7
Motorist Assist	43
Stolen Property	11
Suspicious Activity	26
Trespassing	2
Arrest	30
Traffic Stops	814



November of 2023

Calls for service	960
DUI	5
Collisions	34
Alarm Calls	36
Burglary	8
Disturbance	19
Domestic Related	12
Fraud	8
Harassment	5
Larceny	16
Loud Noise	6
Motorist Assist	23
Stolen Property	7
Suspicious Activity	12
Trespassing	4
Arrest	28
Traffic Stops	355



Always be **truthful** & **transparent**.

OUR CORE Savor the journey. VALUES

Show that you **care**.

Create **WOW** moments.

Make learning a **habit**.

**OUR MISSION: DEVELOPING A CULTURE OF TRUST
TO BETTER SERVE OUR COMMUNITY**





MINUTES
City Council Regular Meeting
Monday, December 4, 2023 Council Chambers 6:00 PM

COUNCIL PRESENT:

Joyce Calvert
Brandon Kearns
Tim Fox
Chris Brobst
Jacqueline Triplett-Lund

STAFF PRESENT:

David Tillotson
Susan White
Wendy Knight
Julie Casteen
Gerald S. Gilbert
Jesse Hale
Joe Wuest
Lea Ann Reed
Jeremy Plane

- A) Call to Order - Joyce G. Calvert, Mayor**
Mayor Calvert called the meeting to order at 6:00 p.m.
- B) Roll Call, Declaration of Quorum – Wendy Knight, City Clerk; Joyce G. Calvert, Mayor**
Wendy Knight called the roll, Mayor Calvert declared a quorum present.
Scott Major of Rosenstein, Fist & Ringold was also in attendance.
- C) Invocation – Rick Tabisz - King of Kings Lutheran Church**
- D) Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) Recognition of Keith Robinson, OML 25 Years of Service Award - Joyce G. Calvert, Mayor**
[Keith Robinson OML award minutes 12-4-23](#)

F) Management Report

[CM Report.12042023](#)

G) Mayor Report – Joyce G. Calvert, Mayor

- It was a wonderful parade, Christmas trees in the park, train, & sleigh rides yesterday. What she loved the most was the look on the children's faces.

H) Council Comments

Councilor Lund said her son was awarded wrestler of the week at the Heart of America Conference, and went 5-0 on his tournament on Saturday. Glenpool graduate Garrett Wells placed second at the Drury Open wrestling tournament.

I) Public Comments

There were no public comments.

J) Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)

- 1) Minutes from November 6, 2023 meeting.
[City Council Regular Meeting - 06 Nov 2023 - Minutes - Html](#)
- 2) Request to apply for an Oklahoma Department of Commerce Energy Efficiency Lighting Retrofit Program reimbursement grant in the amount of \$134,917.26 for the Glenpool Conference Center and City Hall.
[Energy Efficiency Grant](#)
- 3) Budget Amendment CITY-06 for FY23-24 appropriating donations and proceeds from the sale of vehicles to be used for police equipment and holiday party expenses.
[Budget Amendment City-06](#)
- 4) Memorandum of Understanding between the City of Tulsa on behalf of the Tulsa Police Department (TPD) and the City of Glenpool on behalf of the Glenpool Police Department (GPD), for the use and information dissemination of the TPD Northeast Oklahoma Regional National Integrated Ballistic Information Network (NIBIN) Program.
[NIBIN](#)
- 5) Refurbishment of the 2011 Pierce and 2000 E-One fire apparatus, and purchase the loose equipment needed for these vehicles not to exceed \$1,000,000 from the Move Glenpool Forward Fund as approved in the Fiscal Year 2023-2024 budget.
[Pumper Rebuilds](#)

- 6) Resolution No. 2023014, a Resolution of the Governing Body of the City of Glenpool approving a Lease Purchase Agreement for Equipment between the City of Glenpool and Community First National Bank, subject to mutual ratification and appropriation of funds by the City each fiscal year during the term of the agreement.
[Resolution 2023014 Fire Truck Equipment Financing](#)
[Glenpool OK - Contract - Revised 11-30-23](#)
- 7) Budget Amendment CITY-07 for FY23-24, decreasing the Public Safety Capital Revenue Budget for Capital Lease Proceeds by \$171,700, and increasing the Public Safety Capital Revenue budget for Transfer from Fund Balance by \$171,700.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve the Consent Agenda

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Budget Amendment City-07](#)

K) Consideration and appropriate action relating to items removed from the Consent Agenda

L) Scheduled Business

- 1) Discussion and possible action to select an option for the Kendalwood Park North Equipment and Shade Structures and approve the purchase of selected equipment and/or shade structures.
(Jesse Hale, Public Works Director)

Mr. Hale presented and recommended Council approval of selecting an option for the Kendalwood Park North Equipment and Shade Structures and approve the purchase of selected equipment and/or shade structures. Currently, there is \$200,000 budgeted for the renovations. Of this, ~\$149,200 has been slated for two play sets, a triple bay swing set, benches (4), tables (4), ADA ramps, wood chips, border timbers, and a basketball goal. With the remaining \$50,800 we can do: Option A: install

one large pavilion, similar to Black Gold Park and wait for future funds to finish out the park. Option B: install three hip shades with sizes according to the original plans Option C: add more funds to complete three metal roofed pavilions similar to BG Park.

Moved by Brandon Kearns, seconded by Joyce Calvert

To approve Option B hip shades for the Kendalwood Park North Equipment and Shade Structures and approve the purchase of selected equipment and/or shade structures.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Kendalwood North Park](#)

M) Adjournment

Mayor Calvert declared the meeting adjourned at 6:24 p.m.



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

November 27, 2023

City of Glenpool
Attn: Wendy Knight
12205 S. Yukon Ave.
Glenpool, OK 74033

RE: Member : City of Glenpool
 Claimant : Kay Sikes
 Date of Loss : December 15, 2022
 Claim No. : 213912-1-ME

Dear Ms. Knight:

OMAG has completed its investigation regarding the above referenced claim. It is OMAG's recommendation that this claim be denied because OMAG finds no liability on the City's part regarding this incident. The City is not required nor obligated to take any formal action on this Claim. However, if the City opts to do so, please let us know.

Thank you,

A handwritten signature in black ink that reads "Mary Ellis".

Mary Ellis, CPCU, AIC
Claims Supervisor

NOTICE OF TORT CLAIM

OKLAHOMA MUNICIPAL ASSURANCE GROUP (OMAG) – MUNICIPAL LIABILITY PROTECTION PLAN A. CLAIMANT REPORT

To the _____
Public entity you are filing the claim against.

PLEASE PRINT OR TYPE AND SIGN

IMPORTANT NOTICE: This notice will be sent to OMAG Claims Dept. for investigation. You may expect them to contact you.

CLAIMANT(S) KAY SIKES CLAIMANT(S) SOCIAL SECURITY NO. _____
ADDRESS 14048 HENRY AVE CLAIMANT(S) DATE OF BIRTH 1-44 Circle: M ☒ F ☐
Glenpool, OK 74033 PHONE: HOME () - - - - - US. ()

1. DATE AND TIME OF INCIDENT 12/15/22 () a.m. (4) p.m. (Continue on another sheet if needed for any information requested)
2. LOCATION OF INCIDENT 14048 HENRY AVE, GLENPOOL, OK
3. DESCRIBE INCIDENT WATER LEAK CAUSING DAMAGE TO MY HOME

4. LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES:

BODILY INJURY: WAS CLAIMANT INJURED? YES ___ NO ___ If yes, complete this section

Describe injury _____

WERE YOU ON THE JOB AT THE TIME OF INJURY? YES ___ NO ___ If so, please provide Employer info.

Employer's Name _____

Address _____

Phone _____

ALL MEDICAL BILLS (attach copies) \$ _____

LIST OTHER DAMAGES CLAIMED \$ _____

MEDICARE/MEDICAID/SOCIAL SECURITY DISABILITY:

Is there any Social Security Disability involvement? Yes ___ No ___

Has any medical bill been paid or will be paid by Medicare/Medicaid? Yes ___ No ___ If so, list Medicare/Medicaid Number.

Medicare/Medicaid Number _____

If the City is responsible for such bills, the City must report any settlement to Medicare/Medicaid.

I understand that the information requested is to assist the requesting insurance information arrangement to accurately coordinate benefits with Medicare/Medicaid and to meet its mandatory reporting obligation under Medicare Secondary Payer Act 42 U.S.C. § 1395y.

Medicare/Medicaid Beneficiary Name (please print) _____

Medicare/Medicaid Beneficiary Name Signature _____

PROPERTY DAMAGE: Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required.

VEHICLE YEAR _____ MAKE _____ MODEL _____

NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required.

IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS See Attached

PROPERTY DAMAGE (Attach repair bills or estimates if available) \$ _____

LIST OTHER DAMAGES CLAIMED \$ unknown

5. NAME OF YOUR INSURANCE CO. American Summit POLICY NO. _____ AMOUNT CLAIMED \$ _____ AMOUNT RECEIVED \$ didn't not file claim

6. The names of any witnesses known to you:

Name Cheryl Easter Address Peabody, Glenpool Phone Number _____
Name Fawn Daves Address 11926 S Birch, Jenks, OK Phone Number _____

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.

Kay Sikes SIGNATURE(S)
TOTAL CLAIM.....\$ 15000.00
11/8/23 DATE

CONTINUE ON THE BACK

Memo

To: Honorable Mayor and City Council
From: Paul Newton, Fire Chief
CC: File
Date: 12/07/23
Re: Structural Firefighting Gear & Thermal Imaging Cameras

Background:

As you may recall, the current budget includes \$35,000 for the replacement of structural firefighting gear and \$40,000 for the replacement of the department's thermal imaging cameras.

Both projects were approved in line 01 6-06-6333, Fire Capital Purchases, and are slightly under the total projected budget of \$75,000.

Quotes to accomplish both goals, for a combined total of \$72,433, are attached for your convenience.

Staff Recommendation:

Staff recommends accepting both proposals as attached.

Attachments:

Northern Safety Bunker Gear Quote – 10 sets \$34,505.

Northern Safety Thermal Imaging Camera Quote – 6 Cameras \$37,928.

12/7/23, 10:17 AM

quoting.northensafety.com/Quote/CustomerCopy/444965



Quotation

Customer

Glenpool Fire Department (Account #19911353)

12205 S Yukon Ave
Glenpool, OK, 74033-6635

Attention: MAX WILSON

Phone: (918) 322-5409

Quote # 444965

Quote Effective Date

11/28/2023

Pricing Effective Through

12/31/2023

Line	Item #	Description	UOM	Qty	Unit Price	Ext. Price
1	398823	LTO 17QG TAILS GOLDEN BROWN	EA	10	\$2,065.50	\$20,655.00
		1 SET FOR NEW HIRE 2024				
2	398824	LTO 17QG PANTS GOLDEN BROWN	EA	10	\$1,385.00	\$13,850.00
		1 SET FOR NEW HIRE 2024				

Totals:

Quote Total: \$34,505.00

Notes:

All Quoted Pricing is evaluated after 60 days and may be subject to a Price Adjustment based on manufacturer increases and/or market conditions.

All pricing is in US Dollars.

Pricing does not include freight charges or state sales tax (if applicable) unless otherwise noted.

No other offers or discounts apply to quoted pricing.

If you have any questions regarding this quote contact me:

Clay Carter, Field Sales Account Manager

To place an Order, call: (800) 631-1246 or Fax: (800) 635-1591

11/28/23, 12:29 PM

quoting.northensafety.com/Quote/CustomerCopy/444963



Quotation

Customer

Glenpool Fire Department (Account #19911353)

12205 S Yukon Ave
Glenpool, OK, 74033-6635

Attention: MAX WILSON

Phone: (918) 322-5409

Quote # 444963

Quote Effective Date

11/28/2023

Pricing Effective Through

12/31/2023

Line	Item #	Description	UOM	Qty	Unit Price	Ext. Price
1	263664	QXT THERM IMGR W/XT TRCK MNT BK & RD CHARGER & XTRETRACT W/ TRADE IN	EA	5	\$6,143.00	\$30,715.00
2	263664	QXT THERM IMGR W/XT TRCK MNT BK & RD NO TRADE IN	EA	1	\$7,213.00	\$7,213.00

Totals:

Quote Total: \$37,928.00

Notes:

All Quoted Pricing is evaluated after 60 days and may be subject to a Price Adjustment based on manufacturer increases and/or market conditions.

All pricing is in US Dollars.

Pricing does not include freight charges or state sales tax (if applicable) unless otherwise noted.

No other offers or discounts apply to quoted pricing.

If you have any questions regarding this quote contact me:

Clay Carter, Field Sales Account Manager

To place an Order, call: (800) 631-1246 or Fax: (800) 635-1591



To: Honorable Mayor and City Council

From: Julie Casteen, Finance Director

Date: December 14, 2023

Re: FY23-24 City Budget Amendment CITY-08

Background:

The City has received an insurance reimbursement for repairs related to a fire department vehicle. In addition, the lease payments for police vehicles purchased in 2021 were not included in the FY23-24 budget.

Staff Recommendation:

Staff recommends approval of Budget Amendment CITY-08 as follows:

General Fund:

- An increase of \$643 to the revenue budget for Insurance Reimbursements, and an increase of \$643 to the Fire Department expenditure budget for vehicle repairs and maintenance.

Public Safety Capital Fund:

1. An increase of \$58,202 to the revenue budget for Transfer from Fund Balance; an increase of \$53,538 to the expenditure budget for Principal – Capital Lease; and an increase of \$4,664 to the expenditure budget for Principal – Capital Principal.

Attachments:

Budget Amendment Form CITY-08.

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight

www.glenpoolonline.com

City of Glenpool
Budget Amendment

Fiscal Year: 2023 - 2024
Amendment No: CITY-08
Date Requested: 1/2/2024

	Revenue:					Expense:				
	Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount	Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount
1	01	500-5362	Insurance Reimbursements	\$ 643	\$ 4,751	01	6-01-6271	Vehicle Repairs & Maint	\$ 643	\$ 4,643
2	51	5-00-5409	Transfer from Fund Balance	\$ 58,202	\$ 389,289	51	51-6-90-6550	Principal - capital lease	\$ 53,538	\$ 501,049
3						51	51-6-90-6555	Interest - capital lease	\$ 4,664	\$ 46,220
4										
5										
6										
8										
9										
10										
11										
12										
13										
14										
			Total	\$ 58,845.00				Total	\$ 58,845.00	

Notes:
Line 1: Insurance reimbursement of Fire Dept vehicle repairs
Line 2: Transfer from fund balance for payment on Police vehicle lease
Line 3: Interest on Police vehicle lease

Approved by the City of Glenpool

Mayor

Date



STAFF REPORT

To: Honorable Mayor and City Council

From: Susan White, Asst. City Manager

Date: January 2, 2024

Re: ORDINANCE NO. 817 REGULATING YOUTH ACCESS TO TOBACCO, NICOTINE AND VAPOR PRODUCTS

Background:

ORDINANCE NO. 817 updates regulations concerning youth access to tobacco, nicotine and vapor products to maintain consistency with the Oklahoma Prevention of Youth Access to Tobacco Act and the Oklahoma Juvenile Code. The regulations set forth in this ordinance prohibit the sale or distribution of tobacco products, nicotine products, or vapor products to persons under twenty-one (21) years of age.

If adopted, the City of Glenpool will join our metro municipal neighbors in this fight to preserve the health of our youth.

Staff Recommendation:

Staff recommends approval of ORDINANCE NO. 817, regulating youth access to tobacco, nicotine and vapor products.

Attachments:

ORDINANCE NO. 817 – redline

ORDINANCE NO. 817 - clean

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Lesli Smith

www.glenpoolonline.com

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF GLENPOOL, OKLAHOMA, AMENDING TITLE 4 (HEALTH AND SANITATION), CHAPTER 3 (SMOKING; YOUTH ACCESS TO TOBACCO), ARTICLE B (YOUTH ACCESS TO TOBACCO), SECTIONS 4-3B-1 THROUGH 4-3B-9 OF THE CODE OF ORDINANCES FOR THE CITY OF GLENPOOL REGULATING YOUTH ACCESS TO TOBACCO, NICOTINE AND VAPOR PRODUCTS AS AUTHORIZED BY AND CONSISTENT WITH THE OKLAHOMA PREVENTION OF YOUTH ACCESS TO TOBACCO ACT AND THE OKLAHOMA JUVENILE CODE; REPEALING CONFLICTING ORDINANCES; CONTAINING A PARTIAL INVALIDITY SAVINGS CLAUSE; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

BE IT ORDAINED BY THE CITY COUNCIL OF CITY OF GLENPOOL, OKLAHOMA, THAT TITLE 4, CHAPTER 3, ARTICLE B, SECTIONS 4-3B-1 THROUGH 4-3B-9 OF THE GLENPOOL CODE OF ORDINANCES SHALL BE AND IS HEREBY AMENDED TO PROVIDE AS FOLLOWS:

Section No. 1: Title 4, Chapter 3, Article B, Sections 4-3B-1 through 4-3B-9 are hereby amended to read as follows, to wit:

ORDINANCE NO. _____

YOUTH ACCESS TO TOBACCO ORDINANCE FOR CITY OF GLENPOOL
Includes vapor products

4-3B-1SECTION I: DEFINITIONS:

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. **Nicotine product**: means any product that contains nicotine extracted or isolated from plants, vegetables, fruit, herbs, weeds, genetically modified organic matter, or that is synthetic in origin and is intended for human consumption; provided, however, this term shall not include products approved by the United States Food and Drug Administration for smoking cessation;
2. **Person**: means any individual, firm, fiduciary, partnership, corporation, trust, or association, however formed;
3. **Proof of age**: means a driver license, license for identification only, or other generally accepted means of identification that describes the individual as twenty-one (21) years of age or older and contains a photograph or other likeness of the individual and appears on its face to be valid;

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4. **Sample** means a tobacco product, nicotine product or vapor product distributed to members of the public at no cost for the purpose of promoting the product;
5. **Sampling** means the distribution of samples to members of the public in a public place;
6. **Tobacco product** means any product that contains tobacco and is intended for human consumption;
7. **Transaction scan** means the process by which a seller checks, by means of a transaction scan device, the validity of a driver license or other government-issued photo identification;
8. **Transaction scan device** means any commercial device or combination of devices used at a point of sale or entry that is capable of deciphering in an electronically readable format the information encoded on the magnetic strip or bar code of a driver license or other government-issued photo identification; and
9. **Vapor product** means noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor products" shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor products" do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act.

4-3B-2:

SECTION II: UNLAWFUL TO SELL OR FURNISH TOBACCO, NICOTINE OR VAPOR PRODUCT TO PERSONS UNDER TWENTY-ONE YEARS OF AGE:

- A. It is unlawful for any person to sell, give or furnish in any manner any tobacco product, nicotine product or vapor product to another person who is under twenty-one (21) years of age, or to purchase in any manner a tobacco product, nicotine product or vapor product on behalf of any such person. It shall not be unlawful for an employee under twenty-one (21) years of age to handle tobacco products, nicotine products or vapor products when required in performance of the employee's duties.
- B. A person engaged in the sale or distribution of tobacco products, nicotine products or vapor products shall demand proof of age from a prospective purchaser or recipient if an ordinary person would conclude on the basis of appearance that the prospective purchaser may be less than twenty-one (21) years of age.

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Commented [EW1]: Under federal law, the minimum age a person has to look to not be asked for ID when purchasing tobacco products is 27. There are regulations currently being promulgated by the U.S. Dept. of Health & Human Services to increase that age to 30, but I don't believe that has happened yet.

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Updated 01.19.22

If an individual engaged in the sale or distribution of tobacco products, nicotine products or vapor products has demanded proof of age from a prospective purchaser or recipient who is not under twenty-one (21) years of age, the failure to subsequently require proof of age shall not constitute a violation of this subsection.

C. Violations and Penalties.

1. Any person who violates subsection A or B of this article section is guilty of an offense against the City of Glenpool and, upon conviction of any such offense, the violator shall be punished as follows:

a. Not more than One Hundred Dollars (\$100.00) for the first offense;

b. Not more than Two Hundred Dollars (\$200.00) for the second offense within a two-year period following the first offense;

c. Not more than Three Hundred Dollars (\$300.00) for the third offense within a two-year period following the first offense. In addition to any other penalty, the store's license to sell tobacco products or nicotine products or the store's sales tax permit for a store that is predominantly engaged in the sale of vapor products in which the sale of other products is merely incidental may be suspended for a period not exceeding thirty (30) days, or

d. not more than Three Hundred Dollars (\$300.00) for a fourth or subsequent offense within a two-year period following the first offense. In addition to any other penalty, the store's license to sell tobacco products or nicotine products or the store's sales tax permit for a store that is predominantly engaged in the sale of vapor products in which the sale of other products is merely incidental may be suspended for a period not exceeding sixty (60) days.

2. Proof that the defendant demanded, was shown, and reasonably relied upon proof of age shall be a defense to any action brought pursuant to this section. A person cited for violating this section shall be deemed to have reasonably relied upon proof of age, and such person shall not be found guilty of the violation if such person proves that:

a. the individual who purchased or received the tobacco product, nicotine product or vapor product presented a driver license or other government-issued photo

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identification purporting to establish that such individual was twenty-one (21) years of age or older, or

- b. the person cited for the violation confirmed the validity of the driver license or other government-issued photo identification presented by such individual by performing a transaction scan by means of a transaction scan device.

Provided, that this defense shall not relieve from liability any person cited for a violation of this section if the person failed to exercise reasonable diligence to determine whether the physical description and picture appearing on the driver license or other government-issued photo identification was that of the individual who presented it. The availability of the defense described in this subsection does not affect the availability of any other defense under any other provision of law.

D. If the sale is made by an employee of the owner of a store at which tobacco products, nicotine products or vapor products are sold at retail, the employee shall be guilty of the violation and shall be subject to the fine. Each violation by any employee of an owner of a store licensed to sell tobacco products or nicotine products or permitted to sell vapor products shall be deemed a violation against the owner for purposes of a license suspension pursuant to subsection C of this section. Each violation by an employee of a store predominantly engaged in the sale of vapor products in which the sale of other products is merely incidental shall be deemed a violation against the owner for purposes of a sales tax permit suspension pursuant to the provisions of subsection C of this section. An owner of a store licensed to sell tobacco products or nicotine products or permitted to sell vapor products shall not be deemed in violation of the provisions of the Prevention of Youth Access to Tobacco Act for any acts constituting a violation by any person, when the violation occurs prior to actual employment of the person by the storeowner or the violation occurs at a location other than the owner's retail store. For purposes of determining the liability of a person controlling franchises or business operations in multiple locations, for any violations of subsection A or B of this section, each individual franchise or business location shall be deemed a separate entity.

E. Upon conviction for violating the provisions of Subsection A or B of this section, a report of the conviction shall be forwarded by the Municipal Court Clerk of the City of Glenpool to the Oklahoma Alcoholic Beverage Laws Enforcement (ABLE) Commission for possible suspension of the store's license to sell tobacco products or nicotine products or the store's sales tax permit for a store that is predominantly engaged in the sale of vapor products in which the sale of other products is merely incidental at the location where the offense occurred for the period of time prescribed by the ABLE Commission.

4-3B-3:

SECTION III: DISTRIBUTION OF TOBACCO PRODUCT AND VAPOR PRODUCT SAMPLES

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- A. It shall be unlawful for any person or retailer to distribute, tobacco products, nicotine products, vapor products or product samples to any person under twenty-one (21) years of age.
- B. No person shall distribute tobacco products, nicotine products, vapor products or product samples in or on any public street, sidewalk, or park that is within three hundred (300) feet of any playground, school, or other facility when the facility is being used primarily by persons under twenty-one (21) years of age.
- C. When a person is convicted or enters a plea and receives a continued or deferred sentence for a violation of subsections A or B of this section, the total of any fines, fees, or costs shall not exceed the following:
1. Not more than One Hundred Dollars (\$100.00) for the first offense;
 2. Not more than Two Hundred Dollars (\$200.00) for the second offense; and
 3. Not more than Three Hundred Dollars (\$300.00) for a third or subsequent offense.

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4-3B-4:**SECTION IV: PUBLIC ACCESS TO DISPLAYED TOBACCO, NICOTINE OR VAPOR PRODUCTS:**

- A. It is unlawful for any person or retail store to display or offer for sale tobacco products, nicotine products, or vapor products in any manner that allows public access to the tobacco products, nicotine products or vapor products without assistance from the person displaying the tobacco products, nicotine products or vapor products or an employee or the owner of the store. The provisions of this subsection shall not apply to retail stores which do not admit into the store persons under twenty-one (21) years of age.
- B. When a person is convicted or enters a plea and receives a continued or deferred sentence for a violation of this section, the total of any fines, fees, or costs shall not exceed Two Hundred Dollars (\$200.00) for each offense.

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4-3B-5: SALE OF TOBACCO PRODUCTS EXCEPT IN ORIGINAL, SEALED PACKAGING PROHIBITED:

- A. It is unlawful for any person to sell cigarettes except in the original, sealed package in which they were placed by the manufacturer.
- B. When a person is convicted or enters a plea and receives a continued or deferred sentence for a violation of this section, the total of any fines, fees, or costs shall not exceed Two Hundred Dollars (\$200.00) for each offense.

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4-3B-6: SIGNS IN RETAIL ESTABLISHMENTS REQUIRED:

Updated 01.19.22

A. Every person who sells or displays tobacco products, nicotine products or vapor products at retail shall post conspicuously and keep so posted at the place of business a sign, as specified by the Alcoholic Beverage Laws Enforcement (ABLE) Commission, stating the following: "IT'S THE LAW. WE DO NOT SELL TOBACCO PRODUCTS, NICOTINE PRODUCTS OR VAPOR PRODUCTS TO PERSONS UNDER 21 YEARS OF AGE." The sign shall also provide the toll-free number operated by the Alcoholic Beverage Laws Enforcement (ABLE) Commission for the purpose of reporting violations of the Prevention of Youth Access to Tobacco Act.

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B. The notice required by subsection A of this section shall be the only notice required to be posted or maintained in any store that sells tobacco products, nicotine products or vapor products at retail.

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4-3B-7: NOTICE TO RETAIL EMPLOYEES—SIGNED ACKNOWLEDGEMENT:

A. Every person engaged in the business of selling tobacco products, nicotine products or vapor products at retail shall notify each individual employed by that person as a retail sales clerk that state law:

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1. Prohibits the sale or distribution of tobacco products, nicotine products or vapor products to any person under twenty-one (21) years of age and the purchase or receipt of tobacco products, nicotine products or vapor products by any person under twenty-one (21) years of age; and

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2. Requires that proof of age be demanded from a prospective purchaser or recipient if an ordinary person would conclude on the basis of appearance that the prospective purchaser or recipient may be under twenty-one (21) years of age.

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B. This notice shall be provided before the individual commences work as a retail sales clerk. The individual shall signify that he or she has received the notice required by this section by signing a form stating as follows:

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"I understand that state law prohibits the sale or distribution of tobacco products, nicotine products or vapor products to persons under twenty-one (21) years of age and out-of-package sales, and requires proof of age of purchaser or recipient if an ordinary person would conclude on the basis of appearance that the prospective purchaser or recipient may be under twenty-one (21) years of age. I promise, as a condition of my employment, to obey the law. I understand that violations by me may be punishable by fines, suspension or nonissuance of my driver license. In addition, I understand that violations by me may subject the storeowner to fines or license or permit suspension."

Commented [EW2]: Again, under Oklahoma law, this is 27 years of age, but it is 21 years of age under Oklahoma law. This quote is pulled from state statutes. I have gone back and forth in my head over whether it is better for Glenpool to use 27 or 21.

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4-3B-8: PURCHASE OR POSSESSION OF TOBACCO, NICOTINE OR VAPOR PRODUCT BY MINORS - FALSIFICATION OF PROOF OF AGE - EDUCATION OR TOBACCO USE CESSATION PROGRAM

A. It is unlawful for a person who is under twenty-one (21) years of age to purchase, receive, or have in his or her possession a tobacco product, nicotine product or vapor product, or to present or offer to any person any purported proof of age which is false or fraudulent, for the purpose of purchasing or receiving any tobacco product, nicotine product or vapor product. It shall not be unlawful for an employee under twenty-one (21) years of age to handle tobacco products, nicotine products or vapor products when required in the performance of the employee's duties.

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B. When a person violates subsection A of this section, the violator shall complete an education or tobacco use cessation program approved by the court. If the violator fails to complete the tobacco use cessation program ordered by the court, a fine may be imposed that shall not exceed Fifty Dollars (\$50.00) for a first offense or One Hundred Dollars (\$100.00) for subsequent offenses. The violator may also be required to complete a community service program or other appropriate programs or services as ordered by the court. The City of Glenpool Municipal Court shall have jurisdiction over the violator for twelve (12) months following sentencing to ensure all programs and orders of the court are followed.

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~~B.~~

~~4-3B-9:~~

~~SECTION V: ENFORCEMENT:~~

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A. Any conviction for a violation of this Article and any compliance checks by a municipal police officer pursuant to subsection C of this section shall be reported in writing to the Alcoholic Beverage Laws Enforcement (ABLE) Commission within thirty (30) days of such conviction or compliance check. Such reports shall be compiled in the manner prescribed by the ABLE Commission. Convictions shall be reported by the Municipal Court Clerk or her designee and compliance checks shall be reported by the Chief of Police or his designee.

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B. For the purpose of determining second or subsequent violations, both the offenses penalized by the ABLE Commission as administrative fines and the offenses penalized by the municipality and reported to the ABLE Commission, shall be considered together in such determination.

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C. Persons under twenty-one (21) years of age may be enlisted by the Police Department to assist in compliance checks and enforcement of this Article pursuant to the rules of the ABLE Commission.

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Section No. 2: All prior ordinances in conflict herewith or apparently in conflict, shall be and the same are hereby specifically repealed.

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Section No. 3: If any provisions of this Ordinance, or of its application to any person or circumstance is declared invalid or unenforceable, as determined by a court of competent

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jurisdiction, the invalidity or unenforceability shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or circumstance, and to this end, the provisions of this Ordinance are severable.

Section No. 4: The City Clerk is hereby ordered and directed to cause this Ordinance to be published as required by law.

PASSED AND APPROVED by City Council of the City of Glenpool, Oklahoma, this _____ day of December, 2023.

Joyce G. Calvert, Mayor

(SEAL)

ATTEST:

Lesli Smith, City Clerk

APPROVED AS TO FORM:

City Attorney

This Youth Access to Tobacco Ordinance is effective as of [month] [day], 2023, and applies to all covered entities on or after that date.

Date Adopted: _____

Signature: _____
Mayor Joyce G. Calvert

ATTEST: BY: _____

Wendy Knight, City Clerk

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ORDINANCE NO. 817

AN ORDINANCE OF THE CITY OF GLENPOOL, OKLAHOMA, AMENDING TITLE 4 (HEALTH AND SANITATION), CHAPTER 3 (SMOKING; YOUTH ACCESS TO TOBACCO), ARTICLE B (YOUTH ACCESS TO TOBACCO), SECTIONS 4-3B-1 THROUGH 4-3B-9 OF THE CODE OF ORDINANCES FOR THE CITY OF GLENPOOL REGULATING YOUTH ACCESS TO TOBACCO, NICOTINE AND VAPOR PRODUCTS AS AUTHORIZED BY AND CONSISTENT WITH THE OKLAHOMA PREVENTION OF YOUTH ACCESS TO TOBACCO ACT AND THE OKLAHOMA JUVENILE CODE; REPEALING CONFLICTING ORDINANCES; CONTAINING A PARTIAL INVALIDITY SAVINGS CLAUSE; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

BE IT ORDAINED BY THE CITY COUNCIL OF CITY OF GLENPOOL, OKLAHOMA, THAT TITLE 4, CHAPTER 3, ARTICLE B, SECTIONS 4-3B-1 THROUGH 4-3B-9 OF THE GLENPOOL CODE OF ORDINANCES SHALL BE AND IS HEREBY AMENDED TO PROVIDE AS FOLLOWS:

Section No. 1: Title 4, Chapter 3, Article B, Sections 4-3B-1 through 4-3B-9 are hereby amended to read as follows, to wit:

4-3B-1: DEFINITIONS:

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. **Nicotine product** means any product that contains nicotine extracted or isolated from plants, vegetables, fruit, herbs, weeds, genetically modified organic matter, or that is synthetic in origin and is intended for human consumption; provided, however, this term shall not include products approved by the United States Food and Drug Administration for smoking cessation;
2. **Person** means any individual, firm, fiduciary, partnership, corporation, trust, or association, however formed;
3. **Proof of age** means a driver license, license for identification only, or other generally accepted means of identification that describes the individual as twenty-one (21) years of age or older and contains a photograph or other likeness of the individual and appears on its face to be valid;
4. **Sample** means a tobacco product, nicotine product or vapor product distributed to members of the public at no cost for the purpose of promoting the product;
5. **Sampling** means the distribution of samples to members of the public in a public place;

6. **Tobacco product** means any product that contains tobacco and is intended for human consumption;
7. **Transaction scan** means the process by which a seller checks, by means of a transaction scan device, the validity of a driver license or other government-issued photo identification;
8. **Transaction scan device** means any commercial device or combination of devices used at a point of sale or entry that is capable of deciphering in an electronically readable format the information encoded on the magnetic strip or bar code of a driver license or other government-issued photo identification; and
9. **Vapor product** means noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor products" shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor products" do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act.

4-3B-2: UNLAWFUL TO SELL OR FURNISH TOBACCO, NICOTINE OR VAPOR PRODUCT TO PERSONS UNDER TWENTY-ONE YEARS OF AGE:

- A. It is unlawful for any person to sell, give or furnish in any manner any tobacco product, nicotine product or vapor product to another person who is under twenty-one (21) years of age, or to purchase in any manner a tobacco product, nicotine product or vapor product on behalf of any such person. It shall not be unlawful for an employee under twenty-one (21) years of age to handle tobacco products, nicotine products or vapor products when required in performance of the employee's duties.
- B. A person engaged in the sale or distribution of tobacco products, nicotine products or vapor products shall demand proof of age from a prospective purchaser or recipient if an ordinary person would conclude on the basis of appearance that the prospective purchaser may be less than twenty-one (21) years of age.

If an individual engaged in the sale or distribution of tobacco products, nicotine products or vapor products has demanded proof of age from a prospective purchaser or recipient who is not under twenty-one (21) years of age, the failure to subsequently require proof of age shall not constitute a violation of this subsection.

- C. Violations and Penalties.

1. Any person who violates subsection A or B of this section is guilty of an offense against the City of Glenpool and, upon conviction of any such offense, the violator shall be punished as follows:
 - a. Not more than One Hundred Dollars (\$100.00) for the first offense;
 - b. Not more than Two Hundred Dollars (\$200.00) for the second offense within a two-year period following the first offense;
 - c. Not more than Three Hundred Dollars (\$300.00) for the third offense within a two-year period following the first offense. In addition to any other penalty, the store's license to sell tobacco products or nicotine products or the store's sales tax permit for a store that is predominantly engaged in the sale of vapor products in which the sale of other products is merely incidental may be suspended for a period not exceeding thirty (30) days, or
 - d. not more than Three Hundred Dollars (\$300.00) for a fourth or subsequent offense within a two-year period following the first offense. In addition to any other penalty, the store's license to sell tobacco products or nicotine products or the store's sales tax permit for a store that is predominantly engaged in the sale of vapor products in which the sale of other products is merely incidental may be suspended for a period not exceeding sixty (60) days.
2. Proof that the defendant demanded, was shown, and reasonably relied upon proof of age shall be a defense to any action brought pursuant to this section. A person cited for violating this section shall be deemed to have reasonably relied upon proof of age, and such person shall not be found guilty of the violation if such person proves that:
 - a. the individual who purchased or received the tobacco product, nicotine product or vapor product presented a driver license or other government-issued photo identification purporting to establish that such individual was twenty-one (21) years of age or older, or
 - b. the person cited for the violation confirmed the validity of the driver license or other government-issued photo identification presented by such individual by performing a transaction scan by means of a transaction scan device.

Provided, that this defense shall not relieve from liability any person cited for a violation of this section if the person failed to exercise reasonable diligence to determine whether the physical description and picture appearing on the driver license or other government-issued photo identification was that of the individual who presented it. The availability of the defense described in this subsection does not affect the availability of any other defense under any other provision of law.

- D. If the sale is made by an employee of the owner of a store at which tobacco products, nicotine products or vapor products are sold at retail, the employee shall be guilty of the

violation and shall be subject to the fine. Each violation by any employee of an owner of a store licensed to sell tobacco products or nicotine products or permitted to sell vapor products shall be deemed a violation against the owner for purposes of a license suspension pursuant to subsection C of this section. Each violation by an employee of a store predominantly engaged in the sale of vapor products in which the sale of other products is merely incidental shall be deemed a violation against the owner for purposes of a sales tax permit suspension pursuant to the provisions of subsection C of this section. An owner of a store licensed to sell tobacco products or nicotine products or permitted to sell vapor products shall not be deemed in violation of the provisions of the Prevention of Youth Access to Tobacco Act for any acts constituting a violation by any person, when the violation occurs prior to actual employment of the person by the storeowner or the violation occurs at a location other than the owner's retail store. For purposes of determining the liability of a person controlling franchises or business operations in multiple locations, for any violations of subsection A or B of this section, each individual franchise or business location shall be deemed a separate entity.

- E. Upon conviction for violating the provisions of Subsection A or B of this section, a report of the conviction shall be forwarded by the Municipal Court Clerk of the City of Glenpool to the Oklahoma Alcoholic Beverage Laws Enforcement (ABLE) Commission for possible suspension of the store's license to sell tobacco products or nicotine products or the store's sales tax permit for a store that is predominantly engaged in the sale of vapor products in which the sale of other products is merely incidental at the location where the offense occurred for the period of time prescribed by the ABLE Commission.

4-3B-3: DISTRIBUTION OF TOBACCO PRODUCT AND VAPOR PRODUCT SAMPLES

- A. It shall be unlawful for any person or retailer to distribute, tobacco products, nicotine products, vapor products or product samples to any person under twenty-one (21) years of age.
- B. No person shall distribute tobacco products, nicotine products, vapor products or product samples in or on any public street, sidewalk, or park that is within three hundred (300) feet of any playground, school, or other facility when the facility is being used primarily by persons under twenty-one (21) years of age.
- C. When a person is convicted or enters a plea and receives a continued or deferred sentence for a violation of subsections A or B of this section, the total of any fines, fees, or costs shall not exceed the following:
 - 1. Not more than One Hundred Dollars (\$100.00) for the first offense;
 - 2. Not more than Two Hundred Dollars (\$200.00) for the second offense; and
 - 3. Not more than Three Hundred Dollars (\$300.00) for a third or subsequent offense.

4-3B-4: PUBLIC ACCESS TO DISPLAYED TOBACCO, NICOTINE OR VAPOR

PRODUCTS:

- A. It is unlawful for any person or retail store to display or offer for sale tobacco products, nicotine products, or vapor products in any manner that allows public access to the tobacco products, nicotine products or vapor products without assistance from the person displaying the tobacco products, nicotine products or vapor products or an employee or the owner of the store. The provisions of this subsection shall not apply to retail stores which do not admit into the store persons under twenty-one (21) years of age.
- B. When a person is convicted or enters a plea and receives a continued or deferred sentence for a violation of this section, the total of any fines, fees, or costs shall not exceed Two Hundred Dollars (\$200.00) for each offense.

4-3B-5: SALE OF TOBACCO PRODUCTS EXCEPT IN ORIGINAL, SEALED PACKAGING PROHIBITED:

- A. It is unlawful for any person to sell cigarettes except in the original, sealed package in which they were placed by the manufacturer.
- B. When a person is convicted or enters a plea and receives a continued or deferred sentence for a violation of this section, the total of any fines, fees, or costs shall not exceed Two Hundred Dollars (\$200.00) for each offense.

4-3B-6: SIGNS IN RETAIL ESTABLISHMENTS REQUIRED:

- A. Every person who sells or displays tobacco products, nicotine products or vapor products at retail shall post conspicuously and keep so posted at the place of business a sign, as specified by the Alcoholic Beverage Laws Enforcement (ABLE) Commission, stating the following: "IT'S THE LAW. WE DO NOT SELL TOBACCO PRODUCTS, NICOTINE PRODUCTS OR VAPOR PRODUCTS TO PERSONS UNDER 21 YEARS OF AGE." The sign shall also provide the toll-free number operated by the Alcoholic Beverage Laws Enforcement (ABLE) Commission for the purpose of reporting violations of the Prevention of Youth Access to Tobacco Act.
- B. The notice required by subsection A of this section shall be the only notice required to be posted or maintained in any store that sells tobacco products, nicotine products or vapor products at retail.

4-3B-7: NOTICE TO RETAIL EMPLOYEES—SIGNED ACKNOWLEDGEMENT:

- A. Every person engaged in the business of selling tobacco products, nicotine products or vapor products at retail shall notify each individual employed by that person as a retail sales clerk that state law:
 - 1. Prohibits the sale or distribution of tobacco products, nicotine products or vapor products to any person under twenty-one (21) years of age and the purchase or

receipt of tobacco products, nicotine products or vapor products by any person under twenty-one (21) years of age; and

2. Requires that proof of age be demanded from a prospective purchaser or recipient if an ordinary person would conclude on the basis of appearance that the prospective purchaser or recipient may be under twenty-one (21) years of age.
- B. This notice shall be provided before the individual commences work as a retail sales clerk. The individual shall signify that he or she has received the notice required by this section by signing a form stating as follows:

“I understand that state law prohibits the sale or distribution of tobacco products, nicotine products or vapor products to persons under twenty-one (21) years of age and out-of-package sales, and requires proof of age of purchaser or recipient if an ordinary person would conclude on the basis of appearance that the prospective purchaser or recipient may be under twenty-one (21) years of age. I promise, as a condition of my employment, to obey the law. I understand that violations by me may be punishable by fines, suspension or nonissuance of my driver license. In addition, I understand that violations by me may subject the storeowner to fines or license or permit suspension.”

4-3B-8: PURCHASE OR POSSESSION OF TOBACCO, NICOTINE OR VAPOR PRODUCT BY MINORS - FALSIFICATION OF PROOF OF AGE - EDUCATION OR TOBACCO USE CESSATION PROGRAM

- A. It is unlawful for a person who is under twenty-one (21) years of age to purchase, receive, or have in his or her possession a tobacco product, nicotine product or vapor product, or to present or offer to any person any purported proof of age which is false or fraudulent, for the purpose of purchasing or receiving any tobacco product, nicotine product or vapor product. It shall not be unlawful for an employee under twenty-one (21) years of age to handle tobacco products, nicotine products or vapor products when required in the performance of the employee's duties.
- B. When a person violates subsection A of this section, the violator shall complete an education or tobacco use cessation program approved by the court. If the violator fails to complete the tobacco use cessation program ordered by the court, a fine may be imposed that shall not exceed Fifty Dollars (\$50.00) for a first offense or One Hundred Dollars (\$100.00) for subsequent offenses. The violator may also be required to complete a community service program or other appropriate programs or services as ordered by the court. The City of Glenpool Municipal Court shall have jurisdiction over the violator for twelve (12) months following sentencing to ensure all programs and orders of the court are followed.

4-3B-9: ENFORCEMENT:

- A. Any conviction for a violation of this Article and any compliance checks by a municipal police officer pursuant to subsection C of this section shall be reported in writing to the

Alcoholic Beverage Laws Enforcement (ABLE) Commission within thirty (30) days of such conviction or compliance check. Such reports shall be compiled in the manner prescribed by the ABLE Commission. Convictions shall be reported by the Municipal Court Clerk or her designee and compliance checks shall be reported by the Chief of Police or his designee.

- B. For the purpose of determining second or subsequent violations, both the offenses penalized by the ABLE Commission as administrative fines and the offenses penalized by the municipality and reported to the ABLE Commission, shall be considered together in such determination.
- C. Persons under twenty-one (21) years of age may be enlisted by the Police Department to assist in compliance checks and enforcement of this Article pursuant to the rules of the ABLE Commission.

Section No. 2: All prior ordinances in conflict herewith or apparently in conflict, shall be and the same are hereby specifically repealed.

Section No. 3: If any provisions of this Ordinance, or of its application to any person or circumstance is declared invalid or unenforceable, as determined by a court of competent jurisdiction, the invalidity or unenforceability shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or circumstance, and to this end, the provisions of this Ordinance are severable.

Section No. 4: The City Clerk is hereby ordered and directed to cause this Ordinance to be published as required by law.

PASSED AND APPROVED by City Council of the City of Glenpool, Oklahoma, this ____ day of December, 2023.

Joyce G. Calvert, Mayor

(SEAL)

ATTEST: _____
Lesli Smith, City Clerk

APPROVED AS TO FORM:

City Attorney



To: Mayor and Council

From: David Tillotson, City Manager

Date: January 2, 2024

Re: Surplus Property Ordinance #819

Background:

Our current surplus property ordinance needs to be updated to reflect best practices available to the City. These changes will allow the City flexibility to handle the sell or disposal of surplus property by sealed bid, online auction site, or third-party agents. Additionally, the ordinance moves the dollar amount required Council approval of surplus items from \$1,500 to \$15,000. During my research on this topic, I reviewed language from multiple municipalities. This ordinance language most closely resembles, including the dollar amounts, the language Broken Arrow uses.

Staff Recommendation:

Staff recommends Council approve Ordinance #819, an ordinance of the City of Glenpool, Oklahoma, amending Title 2 (Finance and Taxation), Chapter 2 (Contracts and Purchases), Section 6 (Sale of Surplus Property) of the Code of Ordinances for the City of Glenpool; repealing conflicting ordinances; containing a partial invalidity savings clause; and containing other provisions related thereto.

Attachments:

- Ordinance #819
- Current Language for 2-2-6

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Lesli Smith

www.glenpoolonline.com

ORDINANCE NO. 819

AN ORDINANCE OF THE CITY OF GLENPOOL, OKLAHOMA, AMENDING TITLE 2 (FINANCE AND TAXATION), CHAPTER 2 (CONTRACTS AND PURCHASES), SECTION 6 (SALE OF SURPLUS PROPERTY) OF THE CODE OF ORDINANCES FOR THE CITY OF GLENPOOL; REPEALING CONFLICTING ORDINANCES; CONTAINING A PARTIAL INVALIDITY SAVINGS CLAUSE; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

BE IT ORDAINED BY THE CITY COUNCIL OF CITY OF GLENPOOL, OKLAHOMA, THAT TITLE 2, CHAPTER 2, SECTION 6 OF THE GLENPOOL CODE OF ORDINANCES SHALL BE AND IS HEREBY AMENDED TO PROVIDE AS FOLLOWS:

Section No. 1: Title 2, Chapter 2, Section 6 is amended to read as follows, to wit:

2-2-6: Sale of Surplus Property

- A. General authority:** The city manager may sell or issue authorizations for the sale or disposal of surplus or obsolete supplies, materials and equipment, subject to the provisions of state law and this article.
- B. When council action required:** No surplus or obsolete supplies, materials or equipment of a value of more than \$15,000.00 may be sold or donated as authorized under state statutes until the council shall have declared them obsolete or surplus.
- C. When competitive bidding required:**
1. Before the city manager sells or disposes of any surplus or obsolete supplies, materials or equipment, except as otherwise provided in Section D, he shall advertise in a newspaper of general circulation in the city or give notice in such other manner as he deems necessary to adequately reach prospective buyers. Selling or disposal of any surplus or obsolete supplies, materials, or equipment, shall be allowed as follows:
 - a. Sealed Bid. The city manager may authorize the sale through sealed bidding. All bids shall be sealed and shall be opened in public at a designated time and place, except when the sale is by auction. The city manager may repeatedly reject all bids and advertise or give notice again. He may sell such supplies, materials, or equipment only to the highest responsible bidder for cash. In case of a tie, he may sell to either of the bidders tying, or may divide the sale among two or more tying, always selling to the highest responsible bidder or bidders for cash.
 - b. Auction. The city manager may authorize the sale through city run auctions, local auctions, internet auctions, or other electronic means. Advertisement shall provide the listings of where the items are available for viewing and bidding by prospective buyers.
 - c. 3rd Party Contract. The city manager may transfer property, either specialized or not suitable for general public use, to a third-party agent under contract with the city to sell specialty surplus, obsolete supplies, materials or equipment. Upon the property being transferred to a third-

party agent, the agent shall be responsible for advertising and reaching prospective buyers according to the terms of the contract.

2. The Council, upon majority vote of its members, may waive the requirement for competitive bidding for the sale of surplus or obsolete supplies, materials or equipment.

D. When competitive bidding not required: The city manager may sell or dispose of the following without giving an opportunity for competitive bidding:

1. Surplus or obsolete supplies, materials, or equipment the total value of which does not exceed \$500.00 in a single transaction.
2. Supplies, materials, or equipment when sold at a price at least as great as that paid by the city for the same.
3. Surplus supplies, materials, or equipment pursuant to an agreement approved by the city council and providing for due consideration.

Section No. 2: All prior ordinances in conflict herewith or apparently in conflict, shall be and the same are hereby specifically repealed.

Section No. 3: If any provisions of this Ordinance, or of its application to any person or circumstance is declared invalid or unenforceable, as determined by a court of competent jurisdiction, the invalidity or unenforceability shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or circumstance, and to this end, the provisions of this Ordinance are severable.

Section No. 4: The City Clerk is hereby ordered and directed to cause this Ordinance to be published as required by law.

PASSED AND APPROVED by City Council of the City of Glenpool, Oklahoma, this ____ day of _____, 2024.

Joyce G. Calvert, Mayor

(SEAL)

ATTEST: _____
Lesli Smith, City Clerk

APPROVED AS TO FORM:

City Attorney

Current Language

2-2-6: SALE OF SURPLUS PROPERTY:

A. Declaration Of Surplus Property: No surplus personal property of any description with a value of more than one thousand five hundred dollars (\$1,500.00) may be sold until the council shall have declared them surplus.

B. Bidding Requirements; Waiver:

1. Before the city manager sells any surplus personal property, except as otherwise provided herein, he or she shall advertise them for sale in a newspaper of general circulation in the city or give notice in such other manner as he or she deems necessary to adequately reach prospective buyers to give them an opportunity to make bids.

2. All bids shall be sealed and shall be opened in public at a designated time and place, except when the sale is by auction.

3. The city manager or his/her designee may repeatedly reject all bids and advertise or give notice again.

4. The city council, by motion, may waive the requirement for soliciting competitive bids for the sale of surplus personal property.

C. Sales Without Bids: Personal property may be sold without giving an opportunity for competitive bidding when sold at a price at least as great as that paid by the city for such personal property.

D. Determination Of Receipt Of Property: In those cases as to which competitive bidding applies, the city manager or his/her designee may sell such personal property only to the highest responsible bidder for cash. In case of a tie, he or she may sell to either of the bidders tying, or may divide the sale among two (2) or more tying, always selling to the highest responsible bidder or bidders for cash. (2002 Code § 3.04.060; amd. 2013 Code)



To: Mayor and Council

From: Beth Miller, Grants – Special Projects Coordinator

Date: January 2nd, 2024

Re: Approval to apply to the Oklahoma Department of Environmental Quality program for the Equipment Grant to purchase a woodchipper.

Background:

Staff is proposing a grant application to the Oklahoma Department of Environmental Quality and to enter into contract for reimbursement. This application is due by January 31st, 2024 for higher preference, otherwise due February 28th, 2024. This grant is an 80% reimbursement grant with requested funds of \$39,643.66. Total cost of the machine is \$49,554.57 and city match is \$9,910.91.

Please find attached the Equipment Grant Application from the Oklahoma Department of Commerce, the equipment price quote, and the program details/link.

The proposed project involves purchasing a woodchipper for the Public Works Department. This will allow them to use the woodchipper to remove overgrown right of ways, reduce the need to hire contractors to cut down and remove trees, begin the cleanup of the city brush pile, and recycle the wood chips for pathways and trails.

Staff Recommendations:

Staff recommends the approval of applying for the Equipment Grant and entering into contract for reimbursement through the Department of Environmental Quality for a woodchipper.

Attachments:

- Equipment Grant Application (not submitted)
- Equipment Price Quote
- Program Details and Program Link

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www.glenpoolonline.com

Community Based Environmental Protection Projects
Oklahoma Department of Environmental Quality
Request to Enter Contract for Reimbursement
Equipment Grant Application FY25

The Oklahoma Department of Environmental Quality (DEQ) has the jurisdictional area of environmental responsibility over the prevention, control and abatement of pollution caused by solid waste which presents a threat to human health or the environment, under provisions of 27A O.S. § 1-3-101 and 27A O.S. § 2-10-202; and

The Executive Director of DEQ is authorized under the provisions of 27A O.S. §§ 2-3-201 and 2-3-202 to enter into contracts for the purpose of carrying out any of the purposes, objectives or provisions of the Environmental Quality Code, Title 27A of the Oklahoma Statutes, for which DEQ has jurisdiction.

DEQ is authorized under the provisions of 27A O.S. § 2-10-802(C) to expend funds and enter into contracts with units of local government and political subdivisions of this State for purposes of administering the Oklahoma Solid Waste Management Act.

DEQ does not reimburse for buildings, vehicles, laptops, or drones.

Grant money is not guaranteed. Funding is limited. DEQ's ability to fund requests to local governments is entirely dependent on the amount of money available to DEQ to issue grants.

Basic Information:

- Grants are provided on a reimbursement basis.
- **Grantees must enter into a formal Agreement with DEQ as vendors. Until a fully executed Agreement and Purchase Order are issued, no funds are available. Funds spent prior to a formal Agreement and Purchase Order are not reimbursable.**
- All awarded funding must be spent in the fiscal year granted.
- Agreements expire June 30, 2025.
- Final invoices are due by August 31, 2025. Invoices submitted after August 2025 may not be reimbursed.

Process for Receiving Funds

1. Submit application.
2. DEQ reviews application. Discussion between DEQ and applicant may occur at this time. Applicant sends revised Scope of Work and Budget to DEQ, if necessary.
3. DEQ writes formal Agreement and sends through state's procurement process for approval.
4. DEQ sends applicant a formal Agreement to sign and return, electronically.
5. DEQ signs, then sends an electronic copy of the fully executed Agreement and Purchase Order to applicant.
6. Applicant may now begin to spend funds intended for reimbursement. **Funds spent prior to a fully executed Agreement and Purchase Order (between steps 1-5) are not reimbursable.**
7. Applicant sends invoices and monthly reports to DEQ.
8. DEQ Reimburses invoices within 45 days.

For more information and application deadlines, visit the DEQ website at <https://www.deq.ok.gov/land-protection-division/waste-management/solid-waste/funding-opportunities-for-community-based-environmental-protection-projects/>.

Application Submittal Instructions

Return by e-mail to SWGrants@deq.ok.gov with the subject line, "[Organization] FY25 [grant type] Grant Application DEQ"
e.g., Oklahoma County FY25 Equipment Grant Application DEQ

Or send a hard copy to:
Oklahoma Department of Environmental Quality
Attn: Libby McCaskill, Land Protection Division
P.O. Box 1677
Oklahoma City, OK 73101-1677
Phone: 405-702-5100
Fax: 405-702-5101

Equipment Grant

These grants are for purchasing solid waste management equipment valued between \$5,000 and \$50,000. Examples include brush chippers, recycling equipment such as balers, HHW facility equipment, and composting equipment. These are typically one-time purchases. Storage and maintenance plans must be included with the application. Equipment means tangible, non-expendable property having useful life of more than one (1) year and an acquisition cost between \$5,000 and \$50,000 per unit. Equipment purchased with DEQ funds may not be offered as collateral in any transactions or sold within three (3) years from the date of purchase unless otherwise agreed by DEQ. Grant Recipients are required to submit appropriate invoicing and to provide monthly photos and metrics.

NEW: DEQ will reimburse 80% of equipment costing \$5,000-\$50,000.

Equipment Grant Application FY25

The following information must be provided before a contract for reimbursement will be considered. Scoring will be based on the following categories: environmental improvement, collaboration, storage and maintenance plans, sustainability, feasibility, scope of work, budget, quality of proposal, and past performance, if applicable. This form has been prepared to be applicable to a wide range of projects and as a result some of the questions may not seem directly applicable to what you propose. Please answer the questions to the best of your ability based on the information you have.

1. Date:

01/02/2023

2. Legal Name of organization that reimbursements will be issued to: **City of Glenpool**

3. Equipment being requested:

Woodchipper

4. Total Cost of Equipment:

\$49,554.57

5. Dollar Amount being Requested:

\$39,643.66 (match)

6. Contact information for organization

Name/Title:	Elizabeth Miller – Grants/Special Projects Coordinator
Phone Number:	918-209-4646
E-mail Address:	emiller@cityofglenpool.com

7. Signatory Authority for organization with legal authority to sign contract with DEQ:

Name/Title:	David Tillotson – City Manager
Phone Number:	918-209-4645
E-mail Address:	dtillotson@cityofglenpool.com

8. Addresses

The contract will be sent here for signature (name and e-mail):	David Tillotson – dtillotson@cityofglenpool.com
Reimbursements will go to this mailing address:	12205 S. Yukon Ave. Glenpool, OK 74033

9. Project Description. Answer each question in the answer box to the right.

General Information

Questions	Answers
a. Please attach specifications and cost estimates for the requested equipment.	*See attached (BC1000XL 74 HP Woodchipper \$49,554.57)

Environmental Improvement

Questions	Answers
b. Describe the program that this equipment will be used for:	The City of Glenpool does not currently have a woodchipper. This grant will help the city secure one and begin repurposing waste wood for parks, trails, and a future community garden. This will also aid in helping overgrowth cleanup of some right of ways and reduce the need for the City to hire contractors for cutting down and removal of trees. The city sees this as an additional opportunity to improve the overall quality of life for Glenpool citizens while also benefiting the environment.
c. Who will be served by this program (municipalities, county, region, estimate population)?	The City of Glenpool will use the woodchipper and the benefits will impact Glenpool (population 14,040).
d. What type of solid waste will be managed with this equipment?	Trees/brush
e. How is this waste currently managed?	Stacked in piles on city property to later be chipped by contractors.

f. How will the equipment improve the management of this waste?	We currently have a large brush pile that we open to the public to dump tree limbs and brush in times of storms or to remove excess from the city. This pile fills up fast and it can be tough to keep it manageable. When burn bans are issued, we cannot deplete the pile fast enough without having staff haul it to another location, which is an arduous process. With an industrial woodchipper, staff can repurpose limbs and brush for other projects in the city and help to manage the pile and allow more access to citizens to dump brush.
g. What is the environmental benefit of purchasing this equipment? (e.g., waste reduction, resource conservation, pollution prevention, litter abatement, education)?	A woodchipper will help us provide a positive environmental impact through various ways, most notably through waste reduction and resource conservation. We are creating trails in Glenpool for citizens to use to boost quality of life. We would actively utilize the woodchipper to repurpose waste wood and use wood chips along the trail. The City of Glenpool does not currently have a way to do this. We also plan to utilize wood chips to mulch community parks and in a community garden that is currently under development.

Cost

Questions	Answers
h. Are you partnering with anyone else to purchase this equipment? To make more efficient use of limited funding, DEQ will prioritize applications that propose partnerships and collaboration.	No
i. Have you received a previous grant from the DEQ? If so, what years, what dollar amounts did you receive, and how much of that funding did you spend?	No

Logistics

Questions	Answers
j. Describe your maintenance plans.	Per manufacturer
k. Describe your storage plans.	Unit will be housed indoors at the Public Works Shop building.
l. If replacing existing equipment, what will you do with the old equipment?	N/A

Sustainability

Questions	Answers
m. What metrics will you track monthly to demonstrate Return on Investment (ROI)?	We will create a spreadsheet and continually update it when wood chips are used in various ways through Glenpool. This will include an estimated weight of chips used in various projects. Tracking this metric will help the city demonstrate the ROI of a new woodchipper as less tax dollars would be utilized in buying new wood chips/mulch.
n. Describe your reuse plan for the material you will be managing, if applicable. (i.e., if you are requesting a chipper, how will you beneficially reuse the wood chips: free to citizens, mulching community parks/gardens, etc.?)	The city does not have a woodchipper. This grant will enable Glenpool to repurpose waste wood for city parks, trails, and gardens. Any excess not used by the city will be made available to the public at no cost.

Other

o. How did you hear about DEQ's Solid Waste Management Grant Program?	Email from a City of Glenpool Employee
--	--

Additional Information

Question	Answer
p. Is there any other information that you would like to share?	The addition of this machine will reduce our need for the large green waste dump that currently resides in a flood plain. Additionally, the availability of the "waste" product to be used by and in the city is a great environmental use for the end product (the wood chips). The alternative is to burn our green waste, that eliminates the potential use to be utilized in multiple places to enhance the quality of life for Glenpool residents.



Olathe, KS
(913) 782-3655

Goddard, KS
(316) 794-3500

Brookline, MO
(417) 886-3500

Oklahoma City, OK
(405) 478-2900

Catoosa, OK
(918) 266-3300

Ship To: IN STORE PICKUP

Invoice To: CITY OF GLENPOOL
12205 SOUTH YUKON AVE
GLENPOOL OK 74033

Branch 05 - CATOOSA		
Date 12/27/2023	Time 9:57:31 (O)	Page 1
Account No. CITY0009	Phone No. 9189026153	Estimate No. Q01882
Ship Via		Purchase Order
Tax ID No.		
		Salesperson SB2

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description	** Q U O T E **	EXPIRY DATE: 01/31/2024	Amount
New VERMEER BC1000XL BC1000XL 74HP DOM. VALUE PACK.- TIER 4			49554.57
Hours: 0			

Authorization: _____	Subtotal:	49554.57
	Quote Total:	49554.57

VERMEER CONTRACT NUMBER:031721-VRM
VERMEER SELL PRICE: \$57932.00
LESS STATE WIDE CONTRACT DISCOUNT: \$8377.43
NEW SELL TOTAL: \$49554.57
CITY OF GLENPOOL SOURCEWELL NUMBER-109713

THANK YOU FOR THIS OPPORTUNITY.
PLEASE CONTACT ME WITH ANY QUESTIONS.
STEVEN BILLUPS 918.760.0776
STEVEN.BILLUPS@VERMEERGP.COM

www.vermeergp.com



Program Link:

[Funding Opportunities for Communities - Oklahoma Department of Environmental Quality](#)

FUNDING OPPORTUNITIES FOR COMMUNITIES

We are accepting applications for the 2025 fiscal year (July 1, 2024 – June 30, 2025) now through February 2024. Priority will be given to applications received by January 31, 2024.

The Oklahoma Department of Environmental Quality (DEQ) has the jurisdictional area of environmental responsibility over the prevention, control, and abatement of pollution caused by solid waste which presents a threat to human health or the environment, under provisions of 27A O.S. § 1-3-101 and 27A O.S. § 2-10-202.

The Executive Director of DEQ is authorized under the provisions of 27A O.S. §§ 2-3-201 and 2-3-202 to enter into contracts for the purpose of carrying out any of the purposes, objectives, or provisions of the Environmental Quality Code, Title 27A of the Oklahoma Statutes, for which DEQ has jurisdiction.

DEQ is authorized under the provisions of 27A O.S. § 2-10-802(C) to expend funds and enter into contracts with units of local government and political subdivisions of this State for purposes of administering the Oklahoma Solid Waste Management Act.

Eligibility

Grants are available to units of government, including tribal entities, political subdivisions of Oklahoma, components of the Oklahoma State System of Higher Education, local and statewide organizations representing municipalities or counties, or sub-state planning districts recognized by the Oklahoma Department of Commerce. Non-profit organizations that can successfully demonstrate sole-source provisions of services may also be eligible to apply for funding.

Basic Information:

- Grants are provided on a reimbursement basis.
- The first step in the process is to apply. Applications are now available online.
- Applications will be scored according to a variety of criteria. Specific criteria are provided in the applications.
- Grantees must enter into a formal Agreement with the DEQ as vendors. A fully executed Agreement and Purchase Order must be in place prior to project initiation. Funds spent prior to a formal Agreement and Purchase Order are not reimbursable.
- All awarded funding must be spent in the fiscal year granted. Agreements expire June 30, 2025.
- All grantees must track metrics specific to the project and provide monthly reports to DEQ.
- DEQ does not reimburse for buildings, vehicles, drones, laptops, or certain types of law enforcement equipment.
- Grants typically range between \$1,000 and \$50,000.
- NEW: DEQ will reimburse 80% of equipment costing between \$5,000 – \$50,000.
- Grant money is not guaranteed. Funding is limited. DEQ's ability to fund requests to local governments is entirely dependent on the amount of money available to DEQ to issue grants.
- Additional information can be found within each grant application.

Process for Receiving Funds:

1. Submit your application ([click here](#)).
2. DEQ reviews application. Discussion between DEQ and applicant may occur at this time. Applicant sends revised Scope of Work and Budget to DEQ, if necessary.
3. DEQ writes formal Agreement and sends through state's procurement process for approval.
4. DEQ sends applicant a formal Agreement to sign and return, electronically.
5. DEQ signs, then sends an electronic copy of the fully executed Agreement and Purchase Order to applicant.
6. Applicant may now begin to spend funds intended for reimbursement. Funds spent prior to a fully executed Agreement and Purchase Order (between steps 1-5) are not reimbursable.
7. Applicant sends invoices and monthly reports to DEQ.
8. DEQ reimburses invoices within 45 days.
9. All invoices are due by August 31, 2025. Invoices submitted after August 2025 may not be reimbursed.



Environmental Officer Grants

These grants are given to curtail illegal dumping and are not to exceed \$50,000. They typically provide funding for the salary of one part-time Environmental Officer, equipment used in cleaning up dumpsites, labor, and other costs associated with clean-ups or collection events. Grant recipients are required to submit monthly invoices, photos, and track certain metrics, such as number of dumps identified, and pounds of trash picked up.

- [Environmental Officer Grant Application – Word Version](#)

Equipment Grants

These grants are for purchasing solid waste management equipment valued between \$5,000 and \$50,000. Examples include brush chippers, recycling equipment such as balers, HHW facility equipment, and composting equipment. These are typically one-time purchases. Storage and maintenance plans must be included in the application. The contractor is required to submit appropriate invoicing and provide monthly photos and metrics.

- [Equipment Grant Application – Word Version](#)

Collection Event Grants

Collection event grants are for hosting the collection of electronic waste (e-waste) and typically also include the collection of household hazardous waste (HHW), tires, unwanted residential pharmaceuticals, scrap metal, and medical sharps. These grants are typically provided for one, or a series of, discrete collection events. The contractor shall use an R2 or e-Steward certified electronics recycler. The contractor shall coordinate with the Oklahoma Bureau of Narcotics or their local Environmental Officer for coordination on pharmaceuticals. Information on medical sharps collection can be found in the application. Used tires may be collected for recycling using DEQ's Tire Program. If collecting tires, your community may qualify as an Oklahoma Clean Community. For more information, e-mail ([click here](#)) or apply [here](#). After each collection event, the contractor shall provide an invoice including a description of the event, photos, and the types and amounts of waste collected.

- [Collection Event Grant Application – Word Version](#)

Professional Service/Other Grants

These grants are for:

- Non-profit organizations that successfully demonstrate sole-source provisions of services.
- Grant opportunities that do not fall into one of the aforementioned categories. These may include one-time clean-ups, technical assistance, facility start-up support, and more.

The contractor is required to submit monthly invoices, metrics, photos, and descriptions of each month's work.

- [Professional Service/Other Grant Application – Word Version](#)

Food Waste Management Projects

These grants are for a wide range of projects to reduce wasted food by diverting it from disposal to higher use. Examples include supplies and equipment to support school food share or community food recovery programs, and university research projects to define existing food recovery infrastructure.

- [Food Waste Management Grant Application – Word Version](#)

For a glimpse into past projects, check out the story of our Solid Waste Management Grant Program.

- [Story Map](#)



To: Mayor and Council

From: David Tillotson, City Manager

Date: January 2, 2024

Re: Strategic Planning

Background:

I am recommending that the City begin work on a new five-year strategic plan. We have prepared capital improvement plans in the past and currently have an approved comprehensive plan for the City, but we have never adopted a long-range strategic plan that set the vision for the future and gives staff guidelines to go by when preparing annual budgets.

I have included an overview of the plan with this staff report but will also prepare binders for the Council that has the overview; copies of strategic plans for municipalities in Oklahoma and other states; and a place to keep notes related to this project. When looking for examples Susan and I researched several cities to gain a better understanding of how these cities use their strategic plans.

The goal for this Council meeting is to discuss the need for a plan, the proposed process and plan outline, and to discuss next steps.

Staff Recommendation:

There is no action on this item.

Attachments:

- Strategic Plan Overview

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Lesli Smith

www.glenpoolonline.com

Glenpool Strategic Plan Overview

Mayor and Council, this document walks through staff's intended process for the creation of the City's first Strategic Plan and provides some of our observations and thoughts on the strategic plan examples that we have provided to you as part of this document. It is our intent that the plan creation process be as interactive as possible between staff and Council and include ways for the public to communicate their needs and desires so these can be considered. This will not be a quick process, but it is my hope that we can finalize and adopt a plan early in the new fiscal year. This would allow us time to communicate this plan internally as well as prepare budget and capital recommendations for the Fiscal Year 2025-2026 budget that are consistent with the plan.

Process

- Plan Length

While most of the plans that we reviewed cover a span of ten years or more, I believe it might be prudent for us to look at a five-year outlook for this first plan. Predicting trends over this shorter period is easier, and it can also help us keep our goal setting more realistic and trackable. I would recommend we consider expanding the plan to a longer timeline prior to the end of this initial period.

- Plan Elements

We recommend the Council consider crafting an initial plan that is divided into the four following elements:

1. Introduction and Mission. This section should outline and explain the City's reasons for creating the plan, our planning process, our mission and core values. The process section should include a discussion of how we determined the priorities and what methods we used to gather input from the public.
2. SWOT Analysis. This section should outline the City's strengths, weaknesses, opportunities and threats based on current conditions.
3. Plan Priorities. This section should outline the and explain the City's strategic plan and should include the following:
 - a. Strategic Priorities: These should be broad characterizations of the Council's, and public's, long-term objectives. We recommend 4-6 priorities for this initial plan. Council should have primary control over these priorities as they set the long-term vision of the City.
 - b. Action Plans: These should further define each Strategic Priority. The purpose of the action items is to highlight the needs of the City and focus staff time and resources to address these needs. We recommend 3-5

action items for each priority, but this number is flexible depending on the category and the varied needs within the priority. Council and staff should both have input into crafting these items.

- c. Objectives: These work in concert with the action plans to create realistic, attainable, and measurable goals for each area of the plan. The objectives are not time dependent, meaning they may be set for a specific fiscal year of the plan or cross over multiple years, and should be assigned to a specific department. Staff have the primary responsibility to set these objectives annually as part of the budgeting process for the City.
4. Attainment: This section will discuss the City's review process and keep the public updated on the status of the priorities and goals.

Note: A good strategic plan should be reviewed for progress annually and be updated to report on progress from prior years. Our recommendation is that future years of the plan be reviewed before the end of each calendar year for progress and any goals that need to be updated be considered by the Council. This will help keep the plan fresh in the minds of the staff and Council each year as we set annual budgetary goals.

- Plan Creation Timeline

1. The staff's goal is to work on the plan during the second council meeting of each month. It is our hope that this can be completed by early next fiscal year to allow staff time to begin their budget planning.
2. In addition to spending time working on the strategic plan, I have asked each member of the Executive Team to give a presentation to the Council outlining their current projects/plans and their 5-year departmental planning based on current conditions. These forward-looking plans will change based on the adopted strategic plan, but we feel it is beneficial for the Council to see our current thought processes as you consider your priorities.
3. Depending on time, we also would like to set tours of the City's various buildings and sites so Council members can gain a better understanding of our current facilities.

Observations

We have included copies of plans from several cities for your review. Because each municipality targets the plan for their own needs, there are significant differences between these plans. As part of our process, we will need to determine the overall layout of our plan as we move to

finalization and publishing. Here are our thoughts on the plans that have been included in this packet:

- Stillwater
 - Council identified 6 strategic priorities
 - Each department adopted goals to accomplish the above priorities that apply to their area
 - The structure is easy to follow
 - There are no measurables or benchmarks
- Grand Rapids
 - Identifies/describes Priorities
 - Identifies/describes Plan Elements
 - Each Priority is broken down into Objectives, Strategies and Metric
 - Includes an Implementation section
 - Plan is very long and detailed
- Branson
 - Good use of summaries and graphics to make it more readable to the public.
 - Utilized community and business surveys and published the results in the plan.
 - Identified each strategic priority and included a chart which outlines the Topic, Action, how it fits into the Community Plan, Budgeting and Department responsible
- Edmond
 - Separated into Current Goals and Future Goals rather than focused on solely long-range planning
 - Includes benchmarks
 - Feels overwhelming given the number of priorities
- Fort Collins
 - Lots of information. Would be great for implementation or for members of the public that are interested in the detail, but may cause many members of the public to lose interest.
 - Includes links to “jump to” sections that you are interested in.
 - Identifies Key Outcome Areas/Strategic Objectives
 - Identifies Advantages and Challenges that could impact implementation of the Key Outcomes/Strategic Objectives
 - Summarizes Strategic Objectives
 - Includes Definition & Description (how to) for each Strategic Objective.
 - Includes a Community Dashboard and data links
- Broken Arrow CVB
 - Used research consultant to identify relevant criteria and objectives
 - Identifies Implementation
- Bartlesville

- No measurements or benchmarks
- Does identify who is responsible for implementation