



NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. July 1, 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 JULY 1, 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 – Greg Connor, Faith Church**
- D) **Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) **Management Report**
 - 1) [CM Report.07012024](#)
[Chamber Report](#)
- F) **Mayor Report – Joyce G. Calvert, Mayor**
- G) **Council Comments**
- H) **Public Comments**

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- 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) Approval of the Minutes from the June 24, 2024, special meeting. 40 - 44
[Special City Council Meeting - 24 Jun 2024 - Minutes - Pdf](#)
- 2) Approval of the Oklahoma Highway Safety Office grant award in the amount 45
of \$31,796.00 with no required match, and authorization for City Manager and
Police Chief to sign all required grant related documents.
[Staff Report - OHSO Grant Award](#)
- J) **Consideration and appropriate action relating to items removed from the Consent Agenda**
- K) **Scheduled Business**
- 1) Discussion and possible action to approve, modify or deny Budget Amendment 46 - 51
CITY-02 for FY24-25, increasing the General Fund Revenue and multiple
General Fund expenditure accounts related to the increase of FTE positions for
the fiscal year.
(David Tillotson, City Manager)
[Staff Report - ACM Reorganization.CITY02](#)
[MINUTE ATTACHMENTS GIVEN AT THE MEETING](#)
- 2) Presentation by staff on Glenpool's participation in the INCOG Pedestrian and
Bicycle Master Plan.
(Jesse Hale, Public Works Director)
- L) **Adjournment**
- This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on June 28, 2024, at 11:30 am.
- Signed:Lesli Smith
City Clerk

City Manager's Report

July 1, 2024



City Of
Glenpool
Creating Opportunity

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Executive Summary

Mayor and Council,

As I am writing this month's report, I am anxiously waiting for our Red, White and Boom Bash this year. We have experienced tremendous community support from our local businesses in the way of sponsorships, food and volunteers. This continued growth in support allowed us to increase the total monies spent on the fireworks show this year. I truly believe this will be an amazing event, and I want to thank our team here at the City for all the work they have put into making this year's event the best yet!

Our summer programs are in full swing with the Farmer's Market and the Glenpool Summer Concert Series both enjoying incredible support and attendance. In addition, we continue to see lots of attendance at our City Parks, especially BlackGold park and the sports programs at Morris Park. It is wonderful to see our residents and visitors enjoying the local amenities.

As you will see in the following departmental reports, there are a number of ongoing projects throughout the City. Allow me to take a moment and highlight a few that are in the report and add a few others that I believe are informative.

- We are in the final stages of the interview process for police officers. In addition to the one current vacancy that we have, we hope to find enough quality applicants that we can fill the two new positions for this fiscal year as well.
- July is the start of our new fiscal year and as such we will begin working to fill the new positions that have been approved as part of the budget. Additionally, our Finance Director and his team have been busy with beginning the closeout process for the 23-24 fiscal year and opening up the new budget for requisitions and purchases for the 24-25 fiscal year in our finance software. We should also have the newly created budget book published online within the next couple of weeks.
- The City's General Fund budget ended the year strong. Our revenue was up 5.7% over what was budgeted while our expenses ended 9.4% under budget.
- Halfway through this calendar year the City's residential building permits are up exactly double (46 vs 23) over this same time period last year.
- The police department participated in the Heros ad Hotrods car show hosted by Mark Allen Chevrolet by entering the Veterans patrol unit and one of our units with the newly redesigned graphics in the show. Our units took first and second place in the car show.

Finally, let me highlight a couple of upcoming Community Events that we hope everyone circles on their calendars:

- Glenpool Farmer's Market: BlackGold Park, runs every Saturday throughout the summer
- Glenpool Summer Concert Series: 6:30pm, BlackGold Park
 - July 18th – 1994
 - August 15th – Empire
- Independence Day: City Offices closed Thursday, July 4th and Friday July 5th

Human Resources

Open Positions

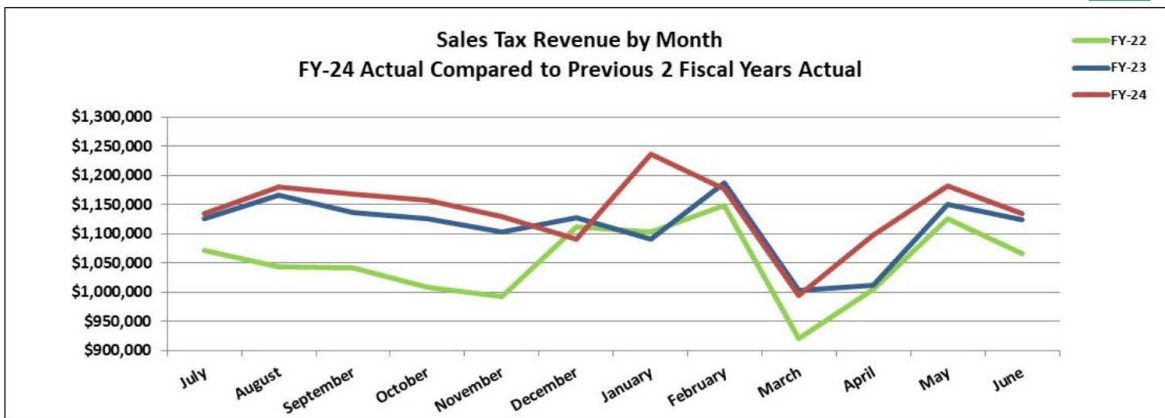
We currently have 7 open positions. These vacancies include those new positions approved in the FY2023-2024 budget.

- Public Works: 4 Positions, all have been posted
 - Water & Sewer Laborer (1)
 - Streets & Parks Laborer (1)
 - Seasonal Streets and Parks Laborers (2)
- Police Department: 1 Position, posted
 - Police Officer (1)
- Administration: 1 Position
 - IT Director
- General Government: 1 Position
 - Deputy City Clerk/Administrative Assistant

Finance

SALES TAX

FY24 Combined Sales Tax for all funds in June totaled \$1,134,286 0.9% higher than FY23 revenues for the same period. Further details on June financial results will be reported next month after the June accounting period is closed.



GENERAL FUND REVENUES

FY24 General Fund year-to-date revenues in May totaled \$15,078,009, which is \$401,168 or 2.7% higher than FY23 revenues for the same period. The change is primarily due to a 3.6% increase in total tax revenues compared to the same period of FY23.



GENERAL FUND EXPENDITURES

FY24 General Fund year-to-date expenditures in May totaled \$16,366,961, approximately \$5,234,349 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 24.1% over prior year-to-date.

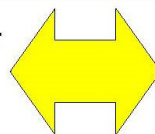


REPORT LEGEND

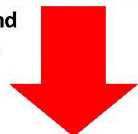
Better Than
Expected



Expected, or
Minor
Variance



Monitor and
Consider
Taking
Action



SALES TAX REVENUES—ALL FUNDS

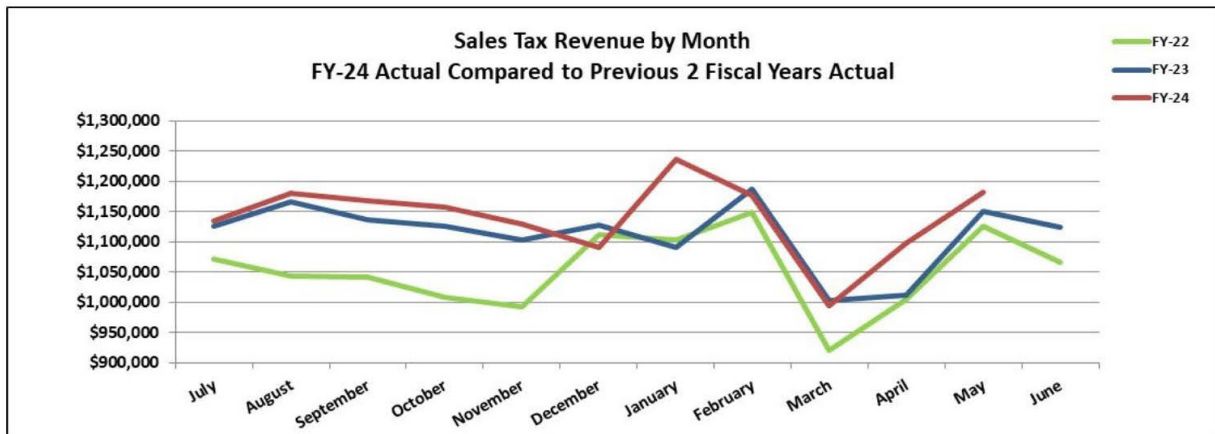


FY24 Sales Tax collections year-to-date through May were 1.4% above budget, and also 2.6% higher than FY23 collections for the same period.

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	1,091,433	(72,830)	1,091,433	1,128,358	(36,925)	-6.3%	-3.3%
January	\$ 1,140,534	1,236,268	95,734	1,236,268	1,090,804	145,464	8.4%	13.3%
February	\$ 1,214,932	1,177,808	(37,125)	1,177,808	1,187,747	(9,939)	-3.1%	-0.8%
March	\$ 999,718	994,130	(5,588)	994,130	1,002,690	(8,560)	-0.6%	-0.9%
April	\$ 1,049,085	1,097,606	48,521	1,097,606	1,012,534	85,072	4.6%	8.4%
May	\$ 1,183,624	1,182,207	(1,417)	1,182,207	1,151,247	30,960	-0.1%	2.7%
June	\$ 1,138,469			-	1,123,707			
TOTAL	\$ 13,513,295	\$ 12,547,555	\$ 172,729	\$ 12,547,555	\$ 13,355,155	\$ 316,108	2.5%	4.7%

Y-T-D Budget \$ 12,374,826
Y-T-D Actual 12,547,555
Y-T-D Variance 172,729
Y-T-D % Var 1.4%

Prior Year \$ 12,231,448
Y-T-D Actual 12,547,555
Y-T-D Variance 316,108
Y-T-D % Var 2.6%

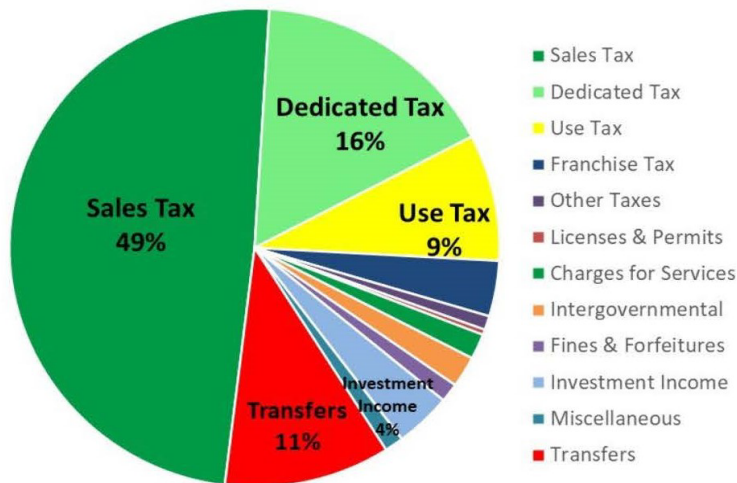


GENERAL FUND REVENUES

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Sales Tax	\$ 7,279,181	\$ 7,380,472	\$ 101,291	\$ 7,194,843
Dedicated Tax	2,426,394	\$ 2,460,576	34,182	\$ 2,398,281
Use Tax	1,133,326	\$ 1,289,762	156,436	1,135,754
Franchise Tax	550,000	\$ 569,000	19,000	594,230
Other Taxes	117,792	\$ 150,096	32,304	111,776
Licenses & Permits	64,692	\$ 60,481	(4,211)	56,400
Charges for Services	314,779	\$ 302,753	(12,026)	251,836
Intergovernmental	318,671	\$ 302,278	(16,393)	267,808
Fines & Forfeitures	193,417	\$ 201,685	8,268	198,252
Investment Income	120,138	\$ 505,752	385,613	634,587
Miscellaneous	91,553	\$ 205,156	113,603	160,086
Transfers	1,650,000	1,650,000	-	1,672,988
Totals	\$ 14,259,942	\$ 15,078,009	\$ 818,067	\$ 14,676,841

Over (Under) Budget year to date: 5.7%

Increase (Decrease) over prior year: 2.7%



GENERAL FUND EXPENDITURES BY DEPARTMENT

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget Under/(Over)	YTD FY23 Actual
General Government	\$ 1,500,064	\$ 1,323,572	\$ 176,492	\$ 1,116,592
Animal Control	157,760	141,133	16,627	126,717
Police Dept.	2,594,523	2,401,553	192,971	1,704,843
Dispatch	567,342	519,459	47,883	451,865
Fire Dept.	2,805,749	2,263,017	542,732	1,913,597
Emergency Mgt.	100,140	55,780	44,361	2,094
Community Dev.	845,494	692,374	153,120	613,807
Administration	677,910	524,783	153,127	521,121
Engineering	196,442	20,885	175,556	-
Streets & Parks	1,725,964	1,608,969	116,996	633,389
Transfers	6,900,053	6,815,438	84,615	4,048,587
Totals	\$ 18,071,442	\$ 16,366,961	\$ 1,704,480	\$ 11,132,612

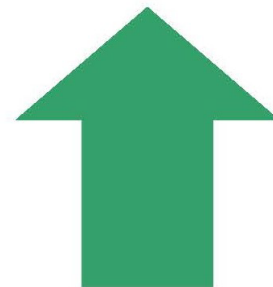
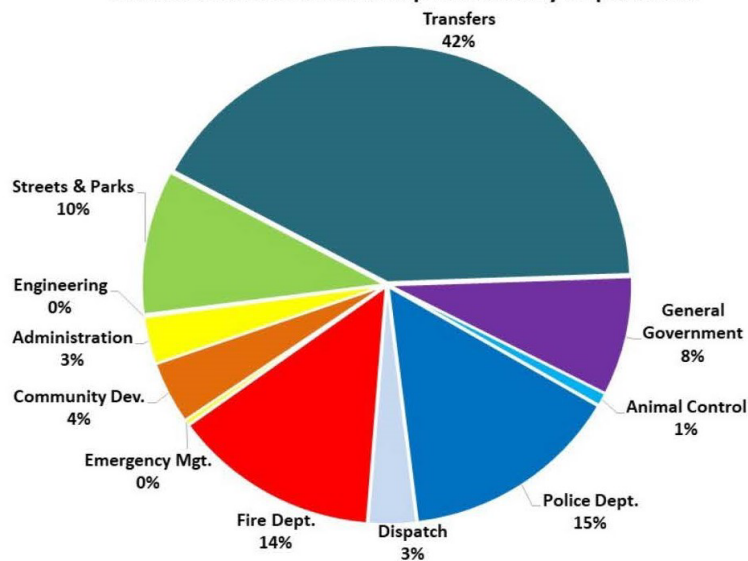
Under (Over) Budget year to date:

9.4%

Increase over prior year:

47.0%

General Fund YTD Percent Expenditures by Department

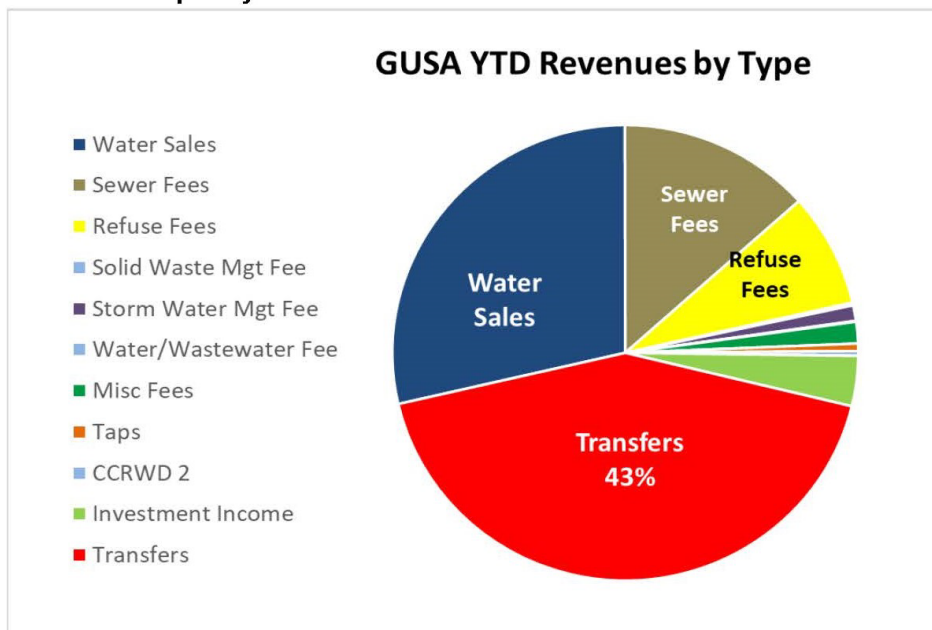


GLENPOOL UTILITY SERVICES AUTHORITY REVENUES YEAR-TO-DATE

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Water Sales	\$ 3,116,667	\$ 2,762,422	\$ (354,245)	\$ 2,763,570
Sewer Fees	1,466,667	1,296,502	(170,165)	1,297,169
Refuse Fees	847,917	777,475	(70,442)	762,309
Solid Waste Mgt Fee	20,167	18,453	(1,713)	18,188
Storm Water Mgt Fee	115,500	105,743	(9,757)	104,279
Water/Wastewater Fee	2,658	6,060	3,402	2,898
Misc Fees	134,483	145,262	10,778	160,032
Taps	50,417	47,200	(3,217)	36,900
CCRWD 2	28,875	32,142	3,267	23,425
Investment Income	104,737	344,306	239,568	119,075
Transfers	4,040,127	4,110,576	70,449	4,057,859
Totals	\$ 9,928,214	\$ 9,646,139	\$ (282,075)	\$ 9,345,704

Over (Under) Budget year to date: -2.8%

Increase over prior year: 3.2%

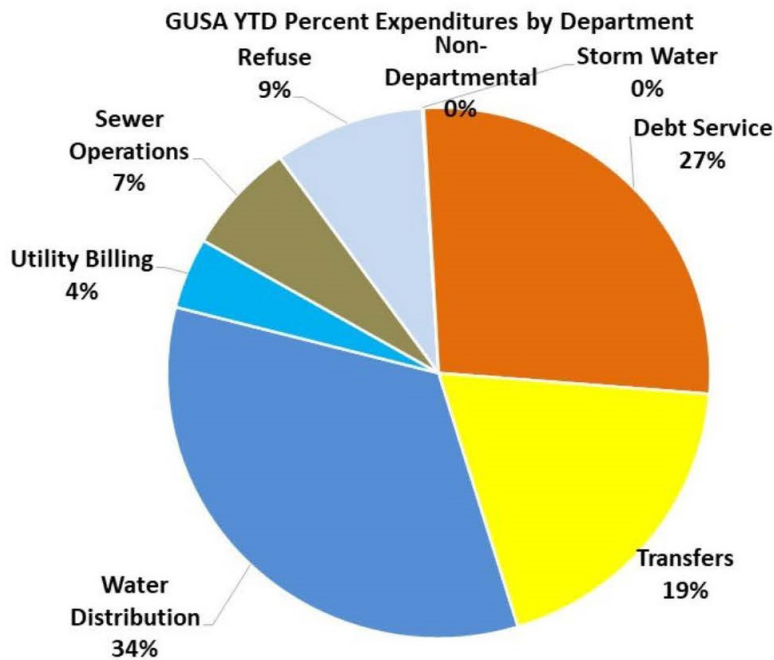


GLENPOOL UTILITY SERVICES AUTHORITY EXPENSES YEAR-TO-DATE

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget (Over)/Under	YTD FY23 Actual
Water Distribution	\$ 3,172,177	\$ 2,925,430	\$ 246,747	\$ 2,513,620
Utility Billing	402,111	374,803	27,308	326,317
Sewer Operations	822,668	585,375	237,293	-
Refuse	766,333	777,509	(11,175)	667,677
Storm Water	475,750	-	475,750	-
Non-Departmental	8,487	7,622	866	-
Debt Service	2,690,290	2,353,538	336,752	1,951,484
Transfers	1,650,000	1,650,000	-	1,650,000
Totals	\$ 9,987,817	\$ 8,674,276	\$ 1,313,540	\$ 7,109,097

Under (Over) Budget year to date: 13.2%

Increase over prior year: 22.0%



FUND DASHBOARD

FUND	REVENUES	EXPENDITURES	CHANGE IN FUND BALANCE
GENERAL FUND	\$15,078,009	\$16,366,961	<\$1,288,952>
GLENPOOL UTILITY SERVICES AUTHORITY FUND	\$9,646,142	\$8,674,303	\$971,839
GLENPOOL INDUSTRIAL AUTHORITY FUND	\$3,587,384	\$3,450,792	\$136,592
STREETS & INFRASTRUCTURE FUND	\$894,104	\$75,822	\$818,282
PUBLIC SAFETY CAPITAL FUND	\$1,084,370	\$977,553	\$106,817
PUBLIC SAFETY PERSONNEL FUND	\$1,571,450	\$1,336,240	\$235,210
CAPITAL FUND	\$5,206	\$265	\$4,941
ARPA FUND	\$886,067	\$2,350,464	<\$1,464,397>
PARKS AND RECREATION FUND	\$28,722	\$555	\$28,167
HOTEL FUND	\$251,227	\$219,017	\$32,210

Development Services

Listed below are current development related activities within the City of Glenpool **through the month of June 2024**. 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. **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.

Commercial/Industrial Occupancy Permits Issued in June:

1. **Jarvis Health Care (Clinic) – 148 W Main St. Ste F**
2. **Creek County Vapes (Vape Shop) – 14068 S Hickory Pl**

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.
4. **146th and Vancouver Commercial:** An earth change permit for future commercial uses.

Residential Projects Under Construction:

Subdivision Name		Lots Approved	Under Construction	Completed	Lots Available
1	Glen Hills I (Phase 1-6)	84	1	82	1
2	Glen Hills II (Phase 7-11)	78	25	46	7
3	Scissortail	88	10	50	28
4	Redbud Glen	74	15	16	43
5	Twin Ponds	25	1	1	23
Totals		349	52	195	102

Planning Applications Under Review:

1. Annexation(s): **No New Applications**
2. Comprehensive Plan Amendment(s): **No New Applications**
3. Zone Amendment(s):
 1. Scissortail II – A proposed Zone Amendment to change the zoning of a 40.2-acre site from AG (Agricultural) to RS-3 (Single Family High Density).
4. Planned Unit Development (PUD): **No New Applications**
5. Subdivision Plat(s): **No New Applications**
6. Lot Split Application(s): **No New Applications**
7. Site Plan Applications:
 1. State Farm Office – Marvin Manns – A Site Plan review of a proposed office building located at 201 E 141st St.
8. Specific Use Permits: **No New Applications**
9. Variance(s): **No New Applications**

Approved Projects Not Under Construction

1. McGraw Winfield Realtors – A proposed 4,434sf office building located at 12189 South Yukon Avenue.

2. **Carson Trails** – A 497-lot residential Planned Unit Development (PUD) located north and east of the northeast corner of West 181st Street and South Union Avenue directly adjacent to Eden South neighborhood. A subdivision plat for Phase I of Carson Trails PUD-43. The plat consists of 82 residential lots and four (4) reserve areas.
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.
4. **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.
5. **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.

Items Scheduled for BOA Meeting – July 8, 2024

No items

Items Scheduled for Planning Commission Meeting – July 8, 2024

No Items

Current Residential and Commercial Building Permit Statistics

New Residential Permits Issued June 2024	9
New Commercial Permits Issued June 2024	0
Current Active Residential Permits	54
Current Active Commercial Permits	1
Residential Permits thru June 2023	23
Residential Permits thru June 2024	46
Commercial Permits thru June 2023	0
Commercial Permits thru June 2024	0
Assessment Letters Issued in June 2024	0
Total Assessment Letters Issued in 2024	3

Code Enforcement Activity for **June 2024**

ACTIVITY DESCRIPTION:	Totals			
Complaints received and investigated Year to Date	563			
Open public nuisance cases through June 2024	47			
CODE ENFORCEMENT CASES	Mar 2024	Apr 2024	May 2024	Jun 2024
	62	160	103	106
High grass:	-0-	4	19	19
Fire damaged structures:	-0-	-0-	-0-	-0-
Illegally parked vehicles:	4	4	5	5
Nuisance abatements (contractor):	-0-	-0-	-0-	-0-
Notices issued for residents with no water service:	-0-	-0-	-0-	-0-
Tulsa County Health Department citations:	-0-	-0-	-0-	-0-
Illegally placed signs:	44	138	61	65
Damage to public facilities citations:	-0-	-0-	-0-	-0-
Excessive trash & debris notices:	6	10	10	9
Dilapidated structures/property notices:	-0-	-0-	-0-	-0-
Trash can/receptacle placement notices:	-0-	-0-	-0-	-0-
Building demolition & removal:	-0-	-0-	-0-	-0-
Inoperable/abandoned vehicles:	3	2	2	2
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	2	1	4	4
Stagnant water causing mosquito issues:	1	1	-0-	-0-
Pest issue:	-0-	-0-	1	1
Dilapidated fencing:	2	-0-	-0-	-0-
Noxious odor:	-0-	-0-	1	1

Public Works

The following details of all work completed between May 24 – June 21, 2024

Streets

- Crack sealed - NA
- Filled potholes
 - Eden South, 138th & Elm, 137th & Poplar Pl, 138th & Birch, 138th & Glenpool Blvd, 141st & Water Tower
- Fixed downed streets signs - NA
- Cleaned storm drains
 - Misc around town – June 4
- Picked up trash around town.
- Weeded – NA
- Trimmed trees
 - 136th & Poplar St

Parks

- Black Gold
 - Mowed & trimmed x4
- Kendalwood North -
 - Mowed & trimmed x3
- Kendalwood South
 - Mowed & trimmed x3
- Lambert
 - Mowed & trimmed x2
 - Mowed walking trail x2
- Morris
 - Mowed & trimmed x4
- Rolling Meadows
 - Mowed & trimmed x3
- South County Soccer
 - Mowed & trimmed x2
- Picked up trash and emptied trash cans daily at all city parks.

Right of Way & Misc City Property

- Mow & Trim Pond @ 131st Pl & Oak x3

- Mowed & Trimmed Pond @ 137th & Nyssa Ct x3
- Mowed & Trimmed Pond @ 1122 E 156th x2
- Brush hogged new WWTP site
- Mowed & Trimmed Lot on Barber
- Mowed & Trimmed misc. RoW in old town

Facilities Maintenance

- Installed Sump Pump at 1122 E 156th warehouse
- Completed the wiring at Morris Park Sump
- Painted Black Gold restroom building pillars
- Outstanding Projects:
 - An RFQ for AC Maintenance program throughout the city has been issued. Three responses have been received.

Wastewater Treatment Plant:

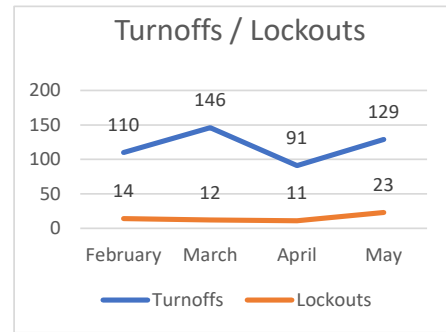
- Daily calibration and testing performed (CL, DO, pH)
- Daily readings performed.
- Daily flow monitoring performed.
- Daily addition of chemicals to lagoon
- Weekly Biological Oxygen Demand and Total Suspended Solids samples to Green Co. Testing
- Mowed, weeded, and sprayed (where needed)
- Vehicle and equipment maintenance performed.
- Using Hydrogen Peroxide at 20 gpd to reduce odor and raise DO
- Running Venturi pump to raise DO in lagoon
 - Ordered second Venturi pump to further raise DO
- Effluent pump VFDs are acting up. Running in bypass and running smooth.
- Blower status:
 - Blower 1: non-operational... needs motor & blower and will remain offline
 - Blower 2: functional
 - Blower 3: functional
 - Blower 4: functional (repaired in June)
- Moving all non-essential equipment offsite in preparation for WWTF construction

Lift Stations:

- Inspected all lift stations
 - Cleaned floats
- Added bubbler to Coak Creek Lift Station to add DO
- Purchased shelves for WWTF to store lift station spare parts
- Assisted WWTF operator with daily tasks

Distribution:

- 226 Utility locates
- 140 service orders completed for the utility office
- 129 turn offs for non-payment – May 28
- 23 lock outs for non-payment – May 30
- Performed monthly meter reads with 19 bad registers
- 1 leaks repaired (0 major, 1 minor, 0 pending)
- 2 meter(s) set (2 residential, 0 commercial)
- 10 pending meter sets (8 residential, 2 commercial)
- Bi-weekly water samples taken and failed due to contaminated sample
 - Per regulations, samples were taken up and down stream and they passed
- Mowed, weeded, and sprayed (where needed) at water towers and booster stations
- Cleaned and serviced vehicles and equipment
- Jetrodded 1 possible sewer backup(s) (0 on city side, 1 on customer side)
- Diagnosed 20 hydrants, put 12 back in service and ordered parts for all others.
 - Hydrants repainted: Too many to count
- Repaired 0 Sewer Manholes
- Booster Pump station on US75 at 131st has had its pin hole leak temporarily repaired. The station is now mostly isolated from distribution. Awaiting further instruction from city engineer on path forward.
- 120Water has begun collecting data for our lead service line inventory
- Received two quotes for replacing SCADA system.
- Fire Hydrants are only repainted if they are in perfect working condition. Unpainted hydrants are a first indication that they may be on the repair list. FY24-25 will consist of many hydrant repairs and replacements.



Misc:

- Distribution crew took placed riprap at 135th on Elwood as the earth around the culvert was being washed away.

Community:

- Setup Black Gold Park for the second of four concerts in the park.

- Beneficial bacteria grow in the lift stations; however they have a hard time due to lack of oxygen. After adding a larger bubbler unit at the Newman station a few months ago, we asked our supplier if a smaller bubbler could be made for our smaller stations. Coal Creek Lift Station received this upgrade and staff will monitor to see if the grease buildup at the station lessens with the use of this bubbler unit.

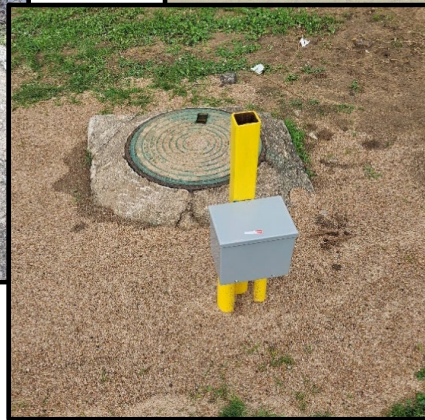


- In an effort to lower our costs to run the pool at 1122 E 156th, 3 staff members participated in Tulsa Health Department's Pool Operator Permit Training. All three passed and, starting in July, will be take on the responsibilty of maintaining that pool.



TULSA HEALTH
Department

- The warehouse at 1122 E 156th has a perpetually wet basement. To preserve the integrity of that building, a sump pump and dehumidifier were added by our Facilities Maintenance team. (right)
- After finding that the wiring for the sump pump at Morris Park was under the manhole and subject to flooding, the FM team raised the plug out of the hole. (below)



- Progress at Kendalwood North Park has been slow due to the amount of rain. All structures are up and we are waiting on the concrete contractor to pour 4 slabs (3 for the shade and 1 for the basketball court). Once those are in, the shade covers will be placed.



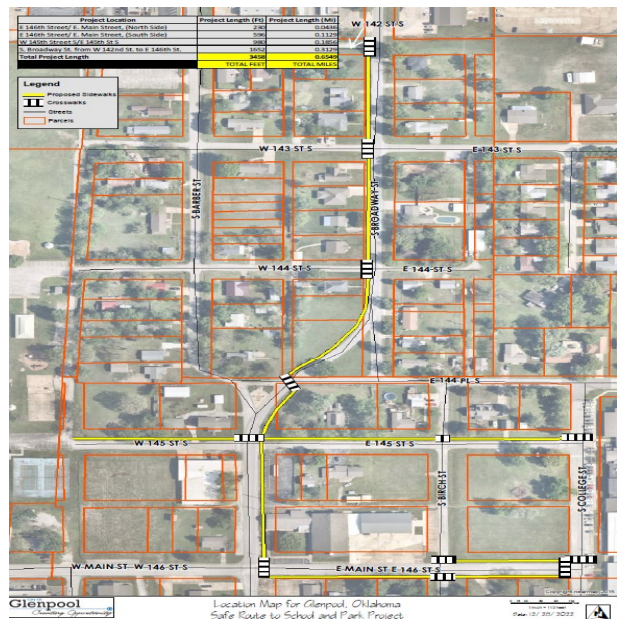
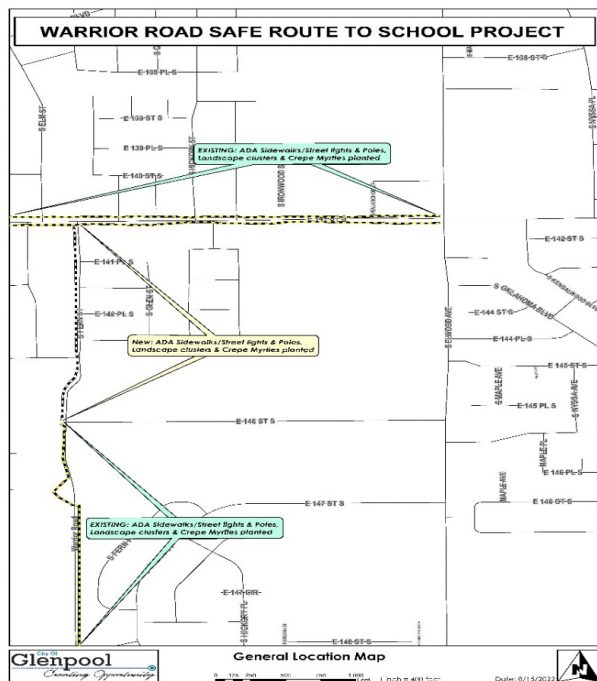
Engineering

Introduction

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

Glenpool Safe Route To School Project JP#3810404

The project establishes an ADA-compliant sidewalk network linking Glenpool Public School to Black Gold Park. Glenpool City has contracted with ODOT under the TAP3-8104 DOT Agreement to finance it. Consultant selection is in progress, with the RFQ sent out on August 30, 2023. Following interviews with two respondents, Kimley-Horn was chosen as the design consultant. Currently, ODOT is coordinating scope and fees with the consultant. The total project cost is \$1,202,760.00, with a matching fund of \$240,552.00. *(No updates have been reported since the November 2023 Engineering Departmental Report.)*



TAP Grant Sidewalk Improvement Project on Warrior Road. JP#3802804

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. Staff received 3 statements of qualification for this project in response to the Request for Qualification. The consultant selection is evaluated based on qualification. The selection committee has concluded its evaluations. ODOT is coordinating the contracts with the selected firm.

Sidewalk & Beautification Phase II Project JP#28845(05)

The project final plans, specifications and estimates have been received. The engineering department is currently coordinating the final review process. Staff would be collaborating with the consultant and ODOT on the next phases of this project.

The estimate for this project is summarized below:

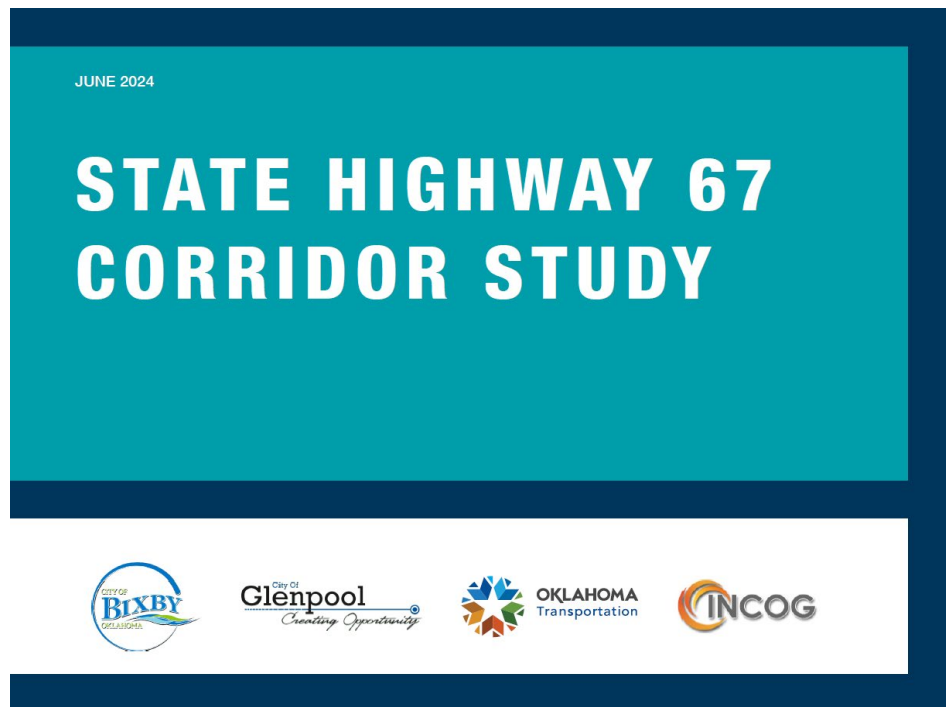
Project	Description	Estimate
Base Bid	E 141 st Street North Side: Between Elwood Ave and Peoria Ave. S Peoria Ave: Between E 141 st St & Recreation Center	\$624,323.82
Add Alternate 1	E 141 st Street South Side: Between S Elwood Ave & S Peoria Ave	\$812,962.56
Add Alternate 2	S. Peoria Ave: In Front of Recreation Center to 137 th Pl	\$108,849.24
Add Alternate 3	E 146 th St: Between Warrior Road & S Elwood Ave. S. Elwood Ave: Between E 146 th St & E. 141 st St	\$998,925.36

The initial project estimate was \$688,500. The awarded transportation enhancement program grant being 80% of the estimate is \$550,800, with a city match of \$137,700.

The awarded grant would be insufficient to cover the base bid of this project. There is a need for additional funding to fund this project. City Staff is considering additional grant options including the Transportation Alternatives Program (TAP).

SH67/151st Corridor Study

The City of Glenpool has received the final draft report of the SH 67/ 151st Corridor Study and is in the process of reviewing the recommendations.



US 75/141st

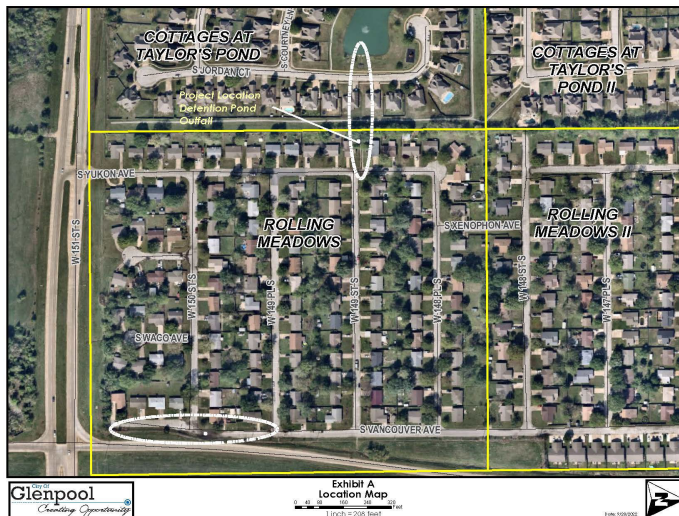
The project duration is estimated at 315 days. The project cost is estimated to be approximately \$27.5 Million. The lowest bid on the project was Sherwood Construction Co at \$31.4. Addenda issues to start construction September 16, 2024 due to FEMA approvals.

Rolling Meadows Stormwater

This project aims to address surface water runoff issues affecting residents of Rolling Meadows near the Taylor's Pond Subdivision. It entails adding stormwater collection infrastructure in the utility easement between the two subdivisions, incorporating storm inlets to gather water flowing from west to east. The Request for Qualifications (RFQ) was issued on February 1, 2024, and was available on the City of Glenpool website. Responses were due by February 26, 2024, with three submissions received. The evaluation committee has concluded its evaluation and is currently in the proposal phase with the shortlisted consultant.

Community Development Block Grant

The City of Glenpool is eligible to apply for the Community Development Block Grant (CDBG) this FY2024. The proposed allocated amount is \$120,143.00. The CDBG program is to provide decent housing and suitable living environment, particularly for persons of Low and Moderate Incomes (LMI). City Staff have evaluated projects within the LMI areas in Glenpool and is proposing a Street and Stormwater Improvement Project in Glen Village Addition II. This project involves repairing a sink hole, stormwater improvements and street repair.



Bicycle/ Pedestrian Masterplan Update

This is an update to the City of Glenpool's Bicycle and Pedestrian plan, which would become part of the INCOG Regional Go Masterplan. The City entered into agreement with INCOG on February 21st, 2024, to update the City bicycle/pedestrian plan. The selected consultant is RDG-Garver LLC. *(This project is in progress, no recent update)*

GIS Project

The Engineering Department is in the process of obtaining GIS Services to facilitate GIS Data collection in the field. The City has selected Garver to provide the GIS service according to Work Order #2 to the Master Service Agreement for Professional Services. This project is underway.

Floodplain Management

The designated Floodplain Administrator (FPA) of the City resigned in April 2024. Staff are currently working on finding a replacement for this position. The City Engineer passed the Certified Floodplain Management (CFM) certification in April and is now a Certified Floodplain Manager CFM®. David Agbetunsin has been proposed to OWRB as the new Floodplain Administrator (FPA) of the City of Glenpool.

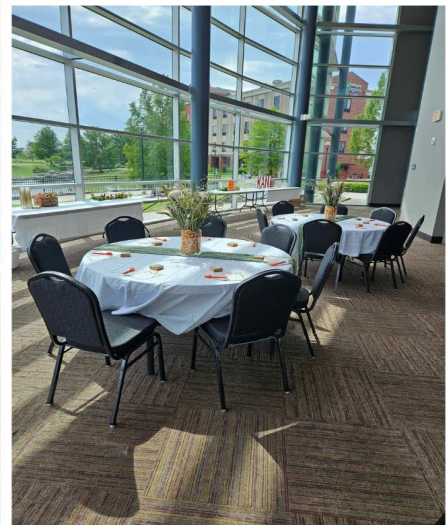
Conference Center/Community Relations

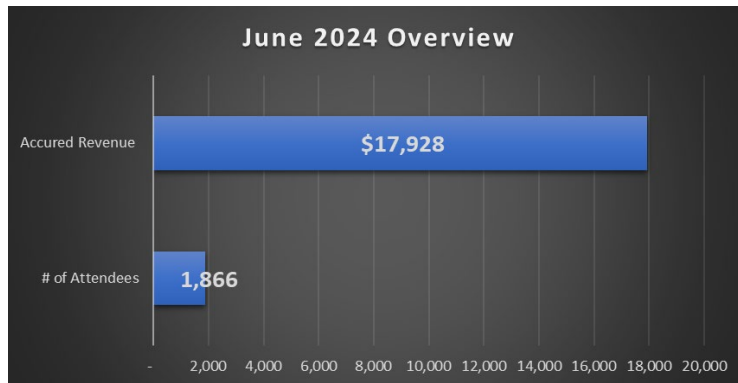
Conference Center

In June, the Conference Center hosted a total of 20 events, including several multi-day training sessions. We had a diverse range of events, including six quinceañeras, various training sessions, and special events.

One notable event was the OMES training. While this event was on a smaller scale it drew attendees from both the local area and out-of-state. The training focused on providing leadership in developing, delivering, and maintaining cybersecurity, information security risk management, and information security auditing programs.

Overall, June was a productive month, with a variety of events that catered to different audiences and needs.





Community Event planning & promotion

- Farmers Market
- Summer Concert Series
- Red, White & Boom Bash
 - This event has consumed most of my time in the month of June taking care of all the logistics for sound, band, stage, decorations, vendors, fireworks music playlist, volunteers and kids fun zone activities.

Video filming/editing

- June Glenpool at a Glance
- CIVITAN playground equipment fundraiser for BlackGold Park
- Red, White & Boom Bash reminder

Attended

- June Chamber luncheon
- Toured the new Roast House Coffee facility & visited with new owners
- Networking lunch with OG&E rep Tammy Taylor
- Tulsa Drillers baseball game with OG&E and leaders from various cities

Facebook	5/26 – 6/1	6/2 – 6/8	6/9 – 6/15	6/16 – 6/22
Impressions	24,714	29,242	40,903	63,851
Engagements	917	2,141	774	2,256
Page Likes	22	16	29	46
Post Link Clicks	1	7	1	0
Received Messages	29	49	94	24
Sent Messages	18	14	19	14

Economic Development/Grants

- *Business, Retention, & Expansion (BR&E)*
 - Visits & Outreach: Economic Development Director has been reaching out to local businesses and manufacturers regarding BR&E visits for 2024.
 - Worked with small businesses on enhancing their current operations. This included helping to craft a social media marketing campaign.
 - Morning BREW: The Glenpool Chamber of Commerce along with the Economic Development Department and Keller Williams, are partnering together for monthly gatherings for businesses around coffee and resources.
 - On June 21, this meeting was held at Glenpool Conference Center and Roast House Coffee Co. provided coffee for the event while a member from the Oklahoma Small Business Development Center was present to talk about free resources.
 - Roast House Coffee Co. is a new business that is aiming to open in July. They are in the shopping center off 151st and Elwood Street.
 - The City and Chamber are working with Roast House on their Grand Opening/Ribbon Cutting event.
- *New Business/Sites*
 - Oklahoma Department of Commerce (ODOC) SITES (Supporting Industrial Transformation and Economic Success) Program: ODOC has ramped up their site selection process and have provided local Economic Development Organizations with the ability to submit sites to be analyzed by professional site selectors through InSite Consulting.
 - Director of Economic Development working with utility partners on filling out RFI spreadsheets. This is due to InSite by July 10.
 - Business Inquiries: Economic Development has had continued conversations with potential businesses regarding relocating aspects of their operation to Glenpool.
 - Working with a manufacturing company that wants to locate to Glenpool. Site exploration is underway.
- *Travel/Training/Misc:*
 - Select Oklahoma Annual Conference: Director of Economic Development was selected to be on the Education Committee and is helping plan and organize the 2024 Annual Conference for Select Oklahoma. Select Oklahoma is a coalition of Economic Development entities throughout the state of Oklahoma.

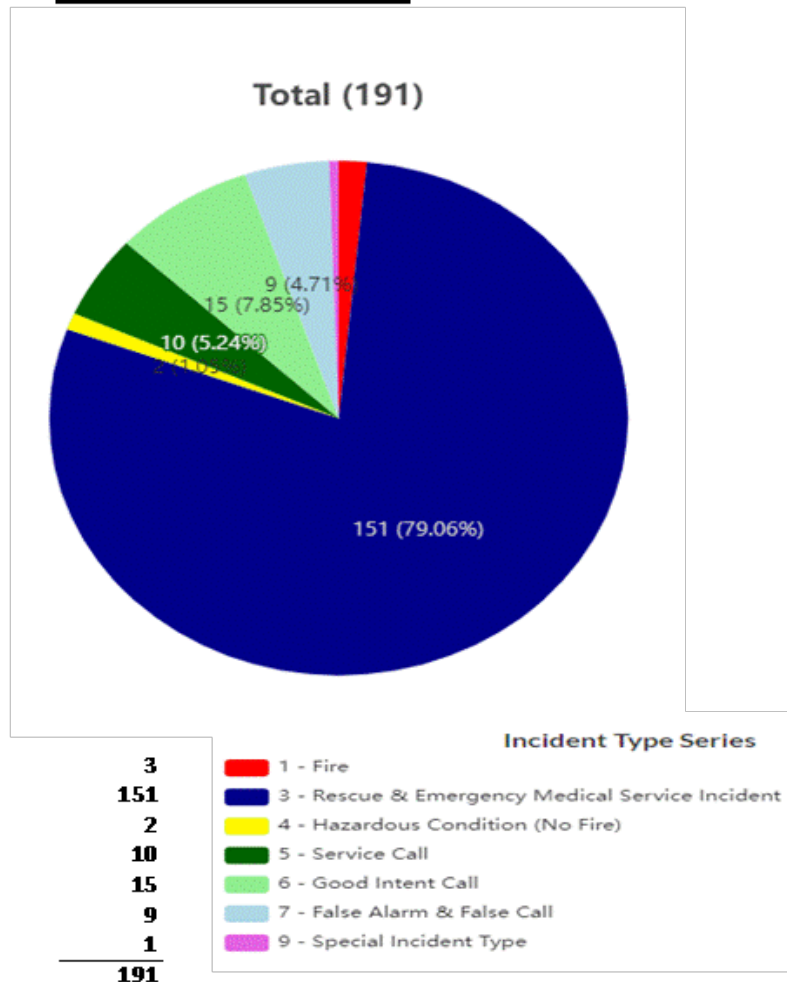
- Tulsa's Future Regional Economic Development: Regional Partner meeting will be held at the Glenpool Conference Center in September. The City Manager and Director of Economic Development will provide a presentation on the current state of the city.
- *Grants:*
 - Beth Miller (Grants – Special Projects Coordinator) collaborated with staff and Council to submit applications for various grants.
 - CDBG Grant submitted 4/12 for the repair of sinkhole/storm drains at 145th Pl and Kendalwood BLVD. This approval will not happen until July.
 - TAP (Oklahoma Dept of Transportation Assistance Program) call for projects submitted 4/30. The Call for Projects is now closed. The project managers are doing drive-outs and will provide feedback. As of 6/25/2024, feedback has not been provided. Staff expect they will provide an extension as TAP works through their processes.
 - INCOG Carbon Reduction Program in the project selection phase. Working with INCOG representatives on this as there is no stated application date. Narrowed down projects in order of importance.
 - Staff working on two additional grants for future submission for Council's approval.
- *Special Projects*
 - Farmers Market
 - Staff pleased with overall attendance and vendor participation.
 - At the Market on 6/22/2024, we had a record number of forty vendors.
 - The market is expanding to include several produce vendors as produce comes into season. This has been a request from several folks who visit the market.
 - *Concert Series*
 - The second Concert Series of 2024, featuring "Bad Decisions, was a success.
 - Next concert is July 18th and will feature the band "1994." There will be entertainment provided for children, including Glenpool Fire Fighters providing water fun.

Fire Department

Glenpool Fire Department Operations June 2024

5/20/24-6/20/24

Run Type	# of Calls	Totals Calls
EMS Runs	151	191
Fire Runs	40	
Overlapping	30	



Police Department

STAFFING

Currently we have two officers at CLEET who will be graduating on June 26. Once they return to the department, they will be assigned to a shift as they have already completed their FTO. We have four candidates who will be moving forward to the Chief interview from the 50 applicants. We are looking to fill our remaining position and the two new pistions council approved in the 2024/2025 budget.

PROJECTS

The property lockers have been installed and are currently being used. We are excited to continue to move the department forward.

We have replaced the countertop in the breakroom and will be updating the cabinets with a new coat of paint. This is one of the last projects to update the police department.

HIGHLIGHTS

The department entered the Veterans unit and one of our new units in the Heros and Hotrods car show held at Mark Allen. Our units took first and second place in the car show.

TRAINING

The department sent two more supervisors to the FBI LEEDA Supervisor Leadership Institute. (SLI) Those same two officers will be attending the second phase, Command Leadership Institute, (CLI) in July.

Officer Morgan spoke with several kids at Whistler's Auto about traffic safety.





June 24, 2024

Calls for Service	1024
Arrest	17
DUI	2
Collisions	24
Alarm Calls	39
Animal Control	59
Burglary	10
Disturbance	11
Domestic	17
Fraud	12
Harassment	4
Larceny	10
Loud Noise	3
Motorist Assist	35
Suspicious Activity	32
Trespassing	6
Traffic Stops	363



Always be *truthful & transparent.*

OUR CORE VALUES

Show that you *care.*
Create *WOW* moments.

Savor
the journey.

Make learning a *habit.*

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





July 2023 – June 2024 Chamber Report

For your consideration:

The Glenpool Chamber of Commerce . . .

- Has added 20 new chamber members as of July 1, 2023
 - Tropical Smoothie Café
 - Integrity Tax Services LLC
 - MoCity Tufting
 - LDKerns Contractors
 - Brandon Whitman Insurance Agency LLC (Country Financial)
 - Unikuely You
 - Akdar Shrine Popcorn Wagon Pete
 - Homestead Medical Clinic
 - Cookiedoodle & Kitch Inc.
 - Nowlin Orthodontics
 - Baskin Robbins
 - Burdette Jiu Jitsu
 - \$5 Gold Diggers
 - Epic Charter School
 - Invenergy (clean energy/storage: Enid)

- TechLink Solutions
 - Premier Steel
 - ecoLINK
 - Harrison Hope
 - Xpress Wellness Urgent Care
-
- Has federally and locally (per GPD) mandated protocols in place
 - Continues to run as a business and is operating in the “black”
 - Has an executive/finance committee in place to review finances on a quarterly basis as mandated by the IRS
 - Has exceeded earnings ratios in programming, events and membership collections
 - Decided to discontinue the Sport Clay Shoot event after three years due to lack of participation; committee decided there was not enough ROI for the amount of effort, time and expense needed to sponsor the event. It may be revisited in the future.
 - Ended the chamber’s fiscal year (Dec. 31) 2023 with all dues collected and an overage of \$665
 - Arvest Bank paid a sponsorship ahead into 2024
 - Ended the chamber’s fiscal year 2023 \$1,668 less than fiscal year 2022
 - Works within an organized, online Quickbooks environment
 - Has sustainability and maintains at least six-months’ worth of working capital in case of an emergency
 - Continually follows checks and balances systems
 - Provides a chamber newsletter that is emailed to all current members and their representatives
 - Works in association with city administration, the school system, Tulsa Tech, Tulsa Community College, OSUIT, SCORE, Oklahoma Department of Commerce, OneVoice, East Central Electric, Mercy Mission II, Oklahoma Chamber of Commerce Executives, the Oklahoma State Chamber

of Commerce, the US Chamber of Commerce and other clubs/nonprofits toward the improvement of the community and individual members

- Coordinated the sixth annual “BlackGold Christmas,” which promoted businesses throughout the community. This event hosted 45 trees and helped delight Glenpool citizens and Highway 75 passers-by throughout the month of December. Businesses near BlackGold Park have reported 33-50 percent increase in sales during the kick-off event.
- Maintains an up-to-date website, which is being used as a spotlight site for other chambers and companies
- Maintains a Facebook page and Twitter feed for current information and member highlights
- Informs the community with regular eBlasts promoting upcoming chamber, chamber-member and community events, as well as public service information in the event of flooding, tornadoes and ice storms
- Has held three no-charge Medicare workshops for community seniors and their caregivers in collaboration with USA Medicare
- Has held no-charge Business Basics workshops in collaboration with SCORE
- Maintains relationships with Glenpool business people
- Planned and carried out successful a BlackGold Days festival and annual banquet
 - Both profited more than the previous year with the annual banquet more than doubling that profited in the previous year
- Acts as a conduit between individual business people and the City of Glenpool in promoting economic development
- Meets with state and national legislators to voice the needs of the Glenpool community; organizes legislative roundtable events for Glenpool citizens
- Promotes Glenpool businesses and the municipality through specific state legislation
- Holds monthly luncheons with stimulating and high-profile speakers
- Maintains an active membership with the Regional Tulsa Coalition chamber executives, the Oklahoma State Chamber and the US

Chamber of Commerce

- Hosts ribbon cuttings for new businesses
 - First Oklahoma Federal Credit Union
 - Homestead Medical Clinic
 - King of Kings Lutheran Church
 - Tropical Smoothie Café
 - Xpress Wellness
- Plans, recruits and facilitates Leadership Glenpool. Will graduate six attendees during the chamber's next awards banquet.
- Carries on positive relationships and shares information with the other Oklahoma chambers as well as chambers in Kansas, Missouri and Arkansas
- Awarded \$1,500 scholarships to two students of the month from Glenpool High School.
- Is completely transparent; has a supportive and active board of directors.
- Is working with the City's economic development department head by reaching out to Glenpool businesses and helping with grants and tax credits from the State Department of Commerce.



MINUTES
Special City Council Meeting
Monday, June 24, 2024 Council Chambers 6:00 PM

COUNCIL PRESENT: Joyce Calvert
Brandon Kearns
Tim Fox
Jacqueline Triplett-Lund

COUNCIL ABSENT: Chris Brobst

STAFF PRESENT: David Tillotson
Lesli Smith
David Agbetunsin
Jesse Hale
Joe Wuest

STAFF ABSENT: Susan White

- A) Call to Order - Joyce G. Calvert, Mayor**
Mayor Calvert called the special meeting to order at 6:00 p.m.
- B) Roll Call, Declaration of Quorum – Lesli Smith, City Clerk; Joyce G. Calvert, Mayor**
Lesli Smith called the roll; Mayor Calvert declared a quorum present.
Eric Wade Attorney, of Rosenstein, Fist & Ringold was also in attendance.
- C) Invocation –**
Invocation was led by David Tillotson, City Manager.
- D) Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) Public Comments**
There were no public comments.
- F) 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) Approval of the Minutes from June 17, 2024, meeting.

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			
Jacqueline Triplett-Lund	x			
Chris Brobst				x
	4	0	0	1

CARRIED.

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

No items removed from the consent agenda.

H) Scheduled Business

- 1) Discussion and possible action to enter into Executive Session for the purposes of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of David Tillotson, an individual salaried employee, in accordance with 25 O.S. § 307.B.1. (Open Meeting Act)
(Joyce G. Calvert, Mayor)

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To enter into Executive Session for the purposes of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of David Tillotson, an individual salaried employee, in accordance with 25 O.S. § 307.B.1. (Open Meeting Act)

Mayor Calvert recessed the special meeting at 6:03p.m.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Jacqueline Triplett-Lund	x			
Chris Brobst				x
	4	0	0	1

CARRIED.

- 2) Discussion and possible action to reconvene in Regular Session.
(Joyce G. Calvert, Mayor)

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

Action to reconvene in Regular Session.

Mayor Calvert reconvened the meeting at 8:06p.m.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Jacqueline Triplett-Lund	x			
Chris Brobst				x
	4	0	0	1

CARRIED.

- 3) Discussion and possible action to approve, modify or deny the Amended and Restated City Manager Employment Contract.
(Mayor Calvert)

Moved by Brandon Kearns, seconded by Joyce Calvert

To approve the Amended and Restated City Manager Employment Contract.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Jacqueline Triplett-Lund	x			
Chris Brobst				x
	4	0	0	1

CARRIED.

- 4) Discussion and possible action to approve, modify or deny Budget Amendment CITY-19 for FY23-24, increasing the General Fund revenue account and increasing multiple General Fund expenditure accounts to encumber funds

contemplated and approved by the Amended and Restated City Manager Employment Contract.
(David Tillotson, City Manager)

Moved by Jacqueline Triplett-Lund, seconded by Tim Fox

To approve, Budget Amendment CITY-19 for FY23-24, increasing the General Fund revenue account and increasing multiple General Fund expenditure accounts to encumber funds contemplated and approved by the Amended and Restated City Manager Employment Contract.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Jacqueline Triplett-Lund	x			
Chris Brobst				x
	4	0	0	1

CARRIED.

- 5) Discussion and possible action to approve, modify or deny Budget Amendment CITY-01 for FY24-25, increasing the General Fund Revenue Account and multiple General Fund expenditure accounts to encumber funds contemplated and approved by the Amended and Restate City Manager Employment Contract.
(David Tillotson, City Manager)

Moved by Brandon Kearns, seconded by Tim Fox

To approve, Budget Amendment CITY-01 for FY24-25, increasing the General Fund Revenue Account and multiple General Fund expenditure accounts to encumber funds contemplated and approved by the Amended and Restate City Manager Employment Contract.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Jacqueline Triplett-Lund	x			
Chris Brobst				x
	4	0	0	1

CARRIED.

I) Adjournment

Mayor Calvert declared the meeting adjourned at 8:09 p.m.



To: Mayor and Council

From: Jeremy Plane, Chief of Police

Date: June 26, 2024

Re: Approval of the grant award from the Oklahoma Highway Safety Office for traffic enforcement.

Background:

Staff applied for a grant to the Oklahoma Highway Safety Office (OHSO) to pay the overtime costs for officers to participate in traffic and DUI enforcement. The grant also requested funds for new Lidar equipment. We have been notified that the police department has been awarded \$31,796.00 in grant funds with **no** required match. As part of this grant program, GPD will be required to participate in the State's Click-it-or-Ticket campaign, all State DUI initiatives, and attend the Lifesavers Conference. Here is a breakdown of the grant budget:

Overtime Budget	\$24,601.00
Equipment (Lidar)	\$2,695.00
In-State Travel	\$1,500.00
OGS Travel – Lifesavers	\$3,000.00
Total FFY 2025 Budget	\$31,796.00

Staff Recommendation:

Staff is requesting the Council approve the grant award and authorize the City Manager and Police Chief to accept the award and sign all grant-related documents required by the Oklahoma Highway Safety Office.

Attachments:

- None

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



To: Mayor and Council

From: David Tillotson, City Manager

Date: June 27, 2024

Re: Budget Amendments for positions changes related to ACM retirement

Background:

As we have discussed previously, Susan White, our Assistant City Manager, will be retiring in August. Susan and I have been working on options for her replacement and believe the removal of her position and a reorganization of our Executive Team is in the City's best interest moving forward.

The plan is to create, and promote from within our team, a Chief Administrative Officer and Chief Operations Officer who will assume responsibility for oversight of all departments except public safety. I will assume oversight of those two departments. Additionally, these two roles will be assigned the daily tasks and projects that Susan has been responsible for and will take on some of the duties and roles that have fallen under my purview. This will allow me the flexibility to be more responsive to employee needs and to increase my focus on long-range planning, visioning and major project management for the City and its related trusts.

Since these positions were not in the FY24-25 budget I am asking for a budget amendment to create these positions. Based on how the promotional process will work, there will be two budget amendments. The first is to increase the General Fund budget by \$149,237 to cover costs associated with these positions, while the second is to decrease the Glenpool Industrial Authority Fund by \$108,422. The total cost for this reorganization between all Funds is \$40,815. This total is based on 12 months of costs. Based on when the promotions and backfilling of positions will take place over the next couple of months, this cost increase will diminish even further.

Staff Recommendation:

Staff is requesting the Council approve budget amendment CITY-02 and GIA-01 thereby allowing me the budget authority to move the reorganization process forward prior to Susan's departure.

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

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Attachments:

- FY24-25 Budget Amendment CITY02

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

City of Glenpool
Budget Amendment

Fiscal Year: 2024-2025
Amendment No: CITY-02
Date Requested: 7/1/2024

	Revenue:						Expense:					
	Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget	Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
1	01	5-00-5409	Transfer from Fund Balance	\$ 4,379,264.00	\$149,237.00	\$ 4,528,501.00	01	6-11-6101	Salaries & Wages	\$ 487,386.00	\$109,407.00	\$ 596,793.00
2							01	6-11-6102	Health Insurance	\$ 63,563.00	\$20,774.00	\$ 84,337.00
3							01	6-11-6111	FICA	\$ 35,973.00	\$8,256.00	\$ 44,229.00
4							01	6-11-6113	Workmans Comp	\$ 21,347.00	\$3,050.00	\$ 24,397.00
5							01	6-11-6114	Unemployment	\$ 720.00	\$180.00	\$ 900.00
6							01	6-11-6115	Retirement	\$ 50,212.00	\$7,570.00	\$ 57,782.00
7												
8												
9												
10												
11												
12												
			Total		\$ 149,237.00				Total		\$ 149,237.00	

Notes:
Lines 1-13: Increases use of GF Fund Balance to account for personnel changes
Complimentary to Budget Amendment GIA-01

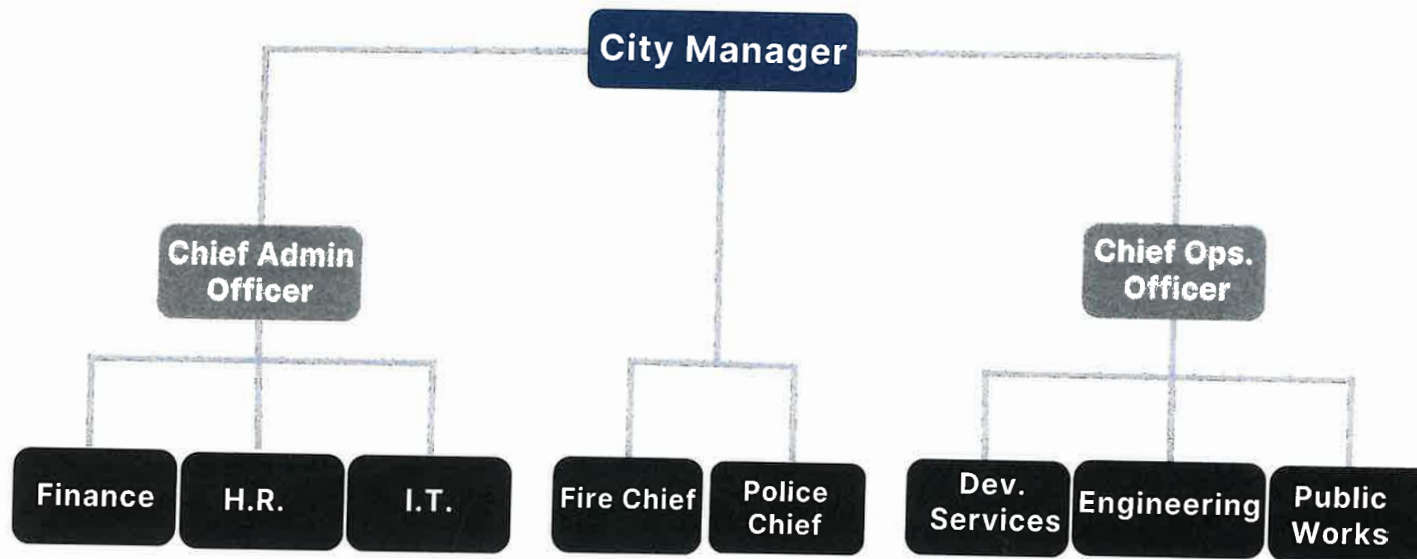
Approved by the City of Glenpool

Mayor

Date

City of Glenpool New Structure

Org Chart



Additional Responsibilities

CAO	CM	COO
City Clerk	Employee Culture	Chamber Liaison
Conference Center	Strategic Planning	Contracts
Contracts	Legislative	Council A/V Backup
Council A/V	GEMS*	Creek II Audit POC
Executive Session Minutes	CBA Negotiations	Economic Development
Special Events Committee		Employee Handbook/Policy
3rd Floor Admin		Grants/Special Projects

Personnel Changes (FY 2024-2025)

<u>General Fund - 01</u>	Chief Administrative Officer						Chief Operating Officer		FY 2025 Revised Budget	Variance to Adopted
	FY 2025 Adopted Budget	S. White Retirement	Promotion		Promotion					
			BASE: \$118,000							
Administration										
01-6-11-6101 SALARIES & WAGES	\$ 487,386	\$ (136,324)	\$ 124,050	\$ 121,681	\$ 596,793	\$ 109,407				
01-6-11-6102 HEALTH INSURANCE	\$ 63,563	\$ (8,574)	\$ 8,115	\$ 21,233	\$ 84,337	\$ 20,774				
01-6-11-6111 FICA	\$ 35,973	\$ (10,131)	\$ 9,285	\$ 9,102	\$ 44,229	\$ 8,256				
01-6-11-6113 WORKMANS COMP	\$ 21,347	\$ (3,050)	\$ 3,050	\$ 3,050	\$ 24,397	\$ 3,050				
01-6-11-6114 UNEMPLOYMENT	\$ 720	\$ (180)	\$ 180	\$ 180	\$ 900	\$ 180				
01-6-11-6115 RETIREMENT	\$ 50,212	\$ (9,286)	\$ 8,512	\$ 8,344	\$ 57,782	\$ 7,570				
	\$ 659,201	\$ (167,545)	\$ 153,192	\$ 163,590	\$ 808,438	\$ 149,237				

GIA Fund - 30

Conference Center	FY 2025	FTE Transfer		to				FY 2025	Variance to
	Adopted Budget		GF Admin		New PT FTE		Backfill FTE	Revised Budget	Adopted
30-6-01-6101 SALARIES & WAGES	\$ 201,155	\$	(98,181)	\$	24,380	\$	21,687	\$ 149,041	\$ (52,114)
30-6-01-6102 INSURANCE	\$ 24,592	\$	(8,115)	\$	-	\$	-	\$ 16,477	\$ (8,115)
30-6-01-6111 FICA	\$ 14,945	\$	(7,344)	\$	1,830	\$	1,612	\$ 11,043	\$ (3,902)
30-6-01-6113 WORKER'S COMP INSURANCE	\$ 12,200	\$	(3,050)	\$	3,050	\$	-	\$ 12,200	\$ -
30-6-01-6114 UNEMPLOYMENT	\$ 720	\$	(180)	\$	180	\$	-	\$ 720	\$ -
30-6-01-6115 RETIREMENT	\$ 12,669	\$	(6,736)	\$	-	\$	1,491	\$ 7,424	\$ (5,245)
	\$ 266,281	\$	(123,606)	\$	29,440	\$	24,790	\$ 196,905	\$ (69,376)

	FY 2025	FTE Transfer	to		FY 2025	Variance to
Economic Development	Adopted Budget	GF Admin	Backfill FTE		Revised Budget	Adopted
30-6-12-6101 SALARIES & WAGES	\$ 117,079	\$ (117,079)	\$ 82,950	\$	82,950	\$ (34,129)
30-6-12-6102 INSURANCE	\$ 21,233	\$ (21,233)	\$ 21,233	\$	21,233	\$ -
30-6-12-6111 FICA	\$ 8,763	\$ (8,763)	\$ 6,195	\$	6,195	\$ (2,568)
30-6-12-6113 WORKER'S COMP INSURANCE	\$ 3,050	\$ (3,050)	\$ 3,050	\$	3,050	\$ -
30-6-12-6114 UNEMPLOYMENT	\$ 180	\$ (180)	\$ 180	\$	180	\$ -
30-6-12-6115 RETIREMENT	\$ 8,033	\$ (8,033)	\$ 5,684	\$	5,684	\$ (2,349)
	\$ 158,338	\$ (158,338)	\$ 119,292	\$	119,292	\$ (39,046)

\$ 40,815