



**NOTICE
GLENPOOL INDUSTRIAL AUTHORITY
REGULAR MEETING**

A Regular Session of the Glenpool Industrial Authority will be held at 6:00 p.m. immediately following the Glenpool Utility Service Authority meeting on February 1, 2021, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

NOTE: The Glenpool Industrial Authority 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/82829941168?pwd=aDBFM3ZOTWxuQUxBWjRsQzBGWFR1UT09>

Meeting ID: 828 2994 1168

Passcode: 386357

One tap mobile

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Find your local number: <https://us02web.zoom.us/j/kbhvabfWp2>

The GIA Board 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: Wknight@cityofglenpool.com **PRIOR TO 6:00 PM FEBRUARY 1, 2021**.

AGENDA

	Page
A) Call to Order - Timothy Lee Fox, Chairman	
B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Timothy Lee Fox, Chairman	
C) Scheduled Business	
1) Discussion and possible action to approve minutes from January 4, 2021 meeting. (Wendy Knight, Secretary) GIA - 04 Jan 2021 - Minutes - Html	3 - 5
2) Discussion and possible action to consider salary adjustments for employees.	6 - 12

(David Tillotson, City Manager)

[Staff Report - Salary Adjustments.FYE2021](#)

- 3) Discussion and possible action to approve budget amendment GIA-1.

13 - 14

[Staff Report - Budget Amendment.GIA1.FYE21](#)

[Copy of Budget Amendment.GIA.01282021](#)

D) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on January 29, 2021, by 4:00 pm.

Signed: Wendy Knight

Secretary



MINUTES
GIA Meeting
Monday, January 4, 2021 Council Chambers 6:00 PM

TRUSTEES PRESENT: Tim Fox
Momodou Ceesay
Jacqueline Triplett-Lund
Brandon Kearns

TRUSTEES ABSENT: Joyce Calvert

STAFF PRESENT: David Tillotson
Susan White
Lowell Peterson
Wendy Knight
Bart Harris

A) Call to Order - Timothy Lee Fox, Chairman
Chairman Fox called the meeting to order at 6:54 p.m.

B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Timothy Lee Fox, Chairman
Wendy Knight called the roll; Chairman Fox declared a quorum present.

C) Scheduled Business

- 1) Discussion and possible action to approve minutes from December 7, 2020 meeting.
(Wendy Knight, Secretary)

Moved by Momodou Ceesay, seconded by Jacqueline Triplett-Lund

To approve the minutes as presented.

	For	Against	Abstained	Absent
Tim Fox	x			
Momodou Ceesay	x			
Joyce Calvert				x
Jacqueline Triplett-	x			

Lund				
Brandon Kearns	x			
	4	0	0	1

CARRIED.

[GIA - 07 Dec 2020 - Minutes - Html](#)

- 2) Discussion and possible action to adopt proposed Glenpool Industrial Authority Resolution No. 2021001 and endorse and approve Ordinance No. 786 in conformity therewith.
(Lowell Peterson, City Attorney/Authority Council)

Mr. Peterson presented and recommended Board adoption of proposed Glenpool Industrial Authority Resolution No. 2021001 and endorse and approve Ordinance No. 786 in conformity therewith.

Moved by Momodou Ceesay, seconded by Brandon Kearns

To adopt Glenpool Industrial Authority Resolution No. 2021001.

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

CARRIED.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To endorse and approve Ordinance No. 786 in conformity therewith.

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

CARRIED.

[GIA Resolution No. 2021001](#)

- 3) Discussion and possible action to approve the Amended 2021 Meeting Schedule.
(Wendy Knight, City Clerk)

Ms. Knight presented and recommended Board approval of the Amended 2021 Meeting Schedule.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve the Amended 2021 Meeting Schedule.

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

CARRIED.

[Amended 2021 Meeting Schedule](#)

D) Adjournment

Chairman Fox declared the meeting adjourned at 6:58 p.m.



To: Mayor and Council

From: David Tillotson, City Manager

Date: January 28, 2021

Re: Raise and Salary Adjustments for FY20-21

Background:

Susan White and I have been working on the potential of providing some type of wage increase to our non-union employees this year. It has been about 18 months since they have had an increase. As part of our work on this topic, we looked at various percentages of increases for both stipends and raises, eventually settling on 3% as the goal.

At the same time, as part of the Executive Team's quarterly goal process, Wendy Knight began looking into the starting salaries of our lowest paid employees and comparing that to area agencies (21 in total) who have the same types of employees. These employee groups include Dispatch, Public Works, and Utility Billing. All three groups currently have starting wages of \$12.00/hour, although dispatch gets two incentive payments of \$0.30/hour each for their completion of the FTO program and their OLETS certification, respectively.

What Wendy found as a result of the wage survey was that, compared to the region, we were underpaying all three employee groups. Dispatch is the furthest behind, which we suspected, as it has begun affecting our ability to hire quality candidates. We have had an open dispatch position now since August and have experienced low applicant turnout. Additionally, several applicants declined our employment offer when they learned our starting pay.

We are proposing the Council approve increasing the starting salary of dispatchers from \$12.00/hour to \$14.52/hour and keeping the \$0.30 incentive pays for OLETS and FTO completion. We are also proposing the Council increase the starting salary for Utility Billing, Public Works, and our part-time employees from \$12.00/hour to \$13.50/hour. This will bring all three employee groups to, or slightly above, the regional average. These changes will effectively move our minimum wage from \$12.00/hour to \$13.50/hour.

Finally, we are proposing a 3% across the board raise for all non-union employees, except for those whose salary will be adjusted as described above. As you can see on the attached cost projections page, a 3% raise (with the salary adjustments previously discussed) is about \$19,000 less than a three percent stipend (which does not include any salary adjustments for our departments that are below the average).

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Tim Fox, Vice-Mayor Momodou Ceesay, Councilors: Joyce Calvert, Brandon Kearns and Jacqueline Lund
City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight
www.glenpoolonline.com

Staff Recommendation:

Staff recommends adjusting the salary of the three employee groups and part-time employees as outlined herein and providing a 3% raise to all other non-union employees.

Attachments:

- Cost Projects
- Wage Adjustment for Dispatch, Utility Billing, Public Works and Part-Time Employees
- Starting Wage Study

Cost Projections

3% Stipend vs 3% Raise and Starting Salary Adjustment

Stipend

	3%	SS	Retirement	
GF	\$ 50,157.38	\$ 3,794.08	\$ 4,367.84	
GUSA	\$ 16,093.49	\$ 1,231.15	\$ 1,126.54	
GIA	\$ 4,606.09	\$ 352.37	\$ 276.89	
Total	\$ 70,856.95	\$ 5,377.59	\$ 5,771.28	\$ 82,005.82

Raise

	3%	SS	Retirement	
GF	\$ 37,763.92	\$ 2,888.94	\$ 2,861.56	
GUSA	\$ 13,302.30	\$ 1,017.63	\$ 861.86	
GIA	\$ 3,806.18	\$ 291.17	\$ 101.07	
Total	\$ 54,872.40	\$ 4,197.74	\$ 3,824.49	\$ 62,894.62

Dispatch

14.52 starting
.30 OLETS
.30 FTO

15.12 total

Starting Salary Percent Increase
20.00%

Name	Annual Salary	Hourly Rate	Amount above			Amount above		New Annual Rate	% Increase
			current starting rate	Proposed Rate	new starting	rate			
Hendirckson	\$ 26,470.08	\$ 12.73	\$ 0.13	\$ 15.25	\$ 0.13	\$ 31,720.00	19.83%		
McDonald	\$ 27,856.61	\$ 13.39	\$ 0.79	\$ 15.82	\$ 0.70	\$ 32,905.60	18.12%		
Bartlett	\$ 30,461.60	\$ 14.65	\$ 2.05	\$ 16.92	\$ 1.80	\$ 35,193.60	15.53%		
Spence	\$ 30,461.60	\$ 14.65	\$ 2.05	\$ 16.92	\$ 1.80	\$ 35,193.60	15.53%		
Adams	\$ 31,995.18	\$ 15.38	\$ 2.78	\$ 17.55	\$ 2.43	\$ 36,504.00	14.09%		
Shaw	\$ 38,738.75	\$ 18.62	\$ 6.02	\$ 20.39	\$ 5.27	\$ 42,411.20	9.48%		

Utility Biling

13.50 starting

Starting Salary Percent Increase
12.50%

Name	Annual Salary	Hourly Rate	Amount above		Amount above		New Annual Rate	% Increase
			current starting rate	Proposed Rate	new starting	rate		
Babbit	\$ 48,960.08	\$ 23.54	\$ 11.54	\$ 24.25	\$ 12.25	\$ 50,440.00	3.02%	
Lutrell	\$ 35,214.40	\$ 16.93	\$ 4.93	\$ 17.83	\$ 5.83	\$ 37,086.40	5.32%	
Wilson	\$ 24,960.00	\$ 12.00	\$ -	\$ 13.50	\$ 1.50	\$ 28,080.00	12.50%	

Public Works

13.50 starting

Starting Salary Percent Increase
12.50%

Name	Annual Salary	Hourly Rate	Amount above current starting rate	Proposed Rate	Amount above new starting rate	New Annual Rate	% Increase
Campbell	\$ 24,960.00	\$ 12.00	\$ -	\$ 13.50	\$ 1.50	\$ 28,080.00	12.50%
Murray	\$ 25,459.20	\$ 12.24	\$ 0.24	\$ 13.74	\$ 1.74	\$ 28,579.20	12.25%
Roesch	\$ 25,459.20	\$ 12.24	\$ 0.24	\$ 13.74	\$ 1.74	\$ 28,579.20	12.25%
Henley	\$ 29,494.40	\$ 14.18	\$ 2.18	\$ 15.43	\$ 3.43	\$ 32,094.40	8.82%
Deere	\$ 30,388.80	\$ 14.61	\$ 2.61	\$ 15.81	\$ 3.81	\$ 32,884.80	8.21%
Adams	\$ 44,782.40	\$ 21.53	\$ 9.53	\$ 22.18	\$ 10.18	\$ 46,134.40	3.02%
McCool	\$ 61,547.20	\$ 29.59	\$ 17.59	\$ 30.48	\$ 18.48	\$ 63,398.40	3.01%
Campbell	\$ 24,960.00	\$ 12.00	\$ -	\$ 13.50	\$ 1.50	\$ 28,080.00	12.50%
Auston	\$ 24,960.00	\$ 12.00	\$ -	\$ 13.50	\$ 1.50	\$ 28,080.00	12.50%
Marshall	\$ 24,960.00	\$ 12.00	\$ -	\$ 13.50	\$ 1.50	\$ 28,080.00	12.50%
Cude III	\$ 27,560.00	\$ 13.25	\$ 1.25	\$ 14.60	\$ 2.60	\$ 30,368.00	10.19%
Talley	\$ 28,392.00	\$ 13.65	\$ 1.65	\$ 14.95	\$ 2.95	\$ 31,096.00	9.52%
Pickering	\$ 29,182.40	\$ 14.03	\$ 2.03	\$ 15.28	\$ 3.28	\$ 31,782.40	8.91%
Berryhill	\$ 53,518.40	\$ 25.73	\$ 13.73	\$ 26.50	\$ 14.50	\$ 55,120.00	2.99%

Part Time

13.50 starting

Starting Salary Percent Increase
12.50%

Name	Annual Salary	Hourly Rate	Amount above current starting rate	Proposed Rate	Amount above new starting rate	New Annual Rate	% Increase
Bonner	\$ 18,720.00	\$ 12.00	\$ -	\$ 13.50	\$ 1.50	\$ 21,060.00	12.50%
Spence	\$ 18,720.00	\$ 12.00	\$ -	\$ 13.50	\$ 1.50	\$ 21,060.00	12.50%
Holt	\$ 18,720.00	\$ 12.00	\$ -	\$ 13.50	\$ 1.50	\$ 21,060.00	12.50%
Yarbrough	\$ 22,432.80	\$ 14.38	\$ 2.38	\$ 15.58	\$ 3.58	\$ 24,304.80	8.34%

Increase calculated as follows:

New starting rate plus amount above current starting rate, less \$0.05 for every \$0.40 column D is above starting rate.

For example: Current starting rate of \$12.00; Current Hourly rate of \$14.00; New starting rate of \$13.50

14-12= 2.00

2.00 = 5 times the \$0.40 cent rule = \$0.25 cent reduction

Proposed Rate = 13.50 + 2.00 - 0.25

DISPATCH			UTILITY CLERK			ST/PK/WATER/LABORER		
ORAGANIZATION	HOURLY	ANNUAL	HOURLY	ANNUAL		HOURLY	ANNUAL	
TCC CAMPUS	\$16.72	\$34,777.60	N/A			N/A		
CITY OF TULSA	\$16.12	\$33,529.60	N/A			\$14.36	\$29,868.80	
OWASSO	\$16.00	\$33,280.00	\$13.85	\$28,808.00		\$13.78	\$28,662.40	
BARTLESVILLE	\$15.46	\$32,156.80	\$15.46	\$32,156.80		\$12.95	\$26,936.00	
PRYOR	\$15.33	\$31,886.40	\$15.33	\$31,886.40		\$12.91	\$26,852.80	
BIXBY	\$15.25	\$31,720.00	\$15.00	\$31,200.00		\$15.00	\$31,200.00	
CREEK COUNTY	\$15.01	\$31,220.80	N/A			N/A		
SAPULPA	\$15.00	\$31,200.00	\$13.63	\$28,350.40		\$12.85	\$26,728.00	
CUSHING	\$14.21	\$29,556.80	\$14.21	\$29,556.80		\$15.85	\$32,968.00	
JENKS	\$13.87	\$28,849.60	\$14.77	\$30,721.60		\$11.41 ALWAYS HIRE MORE THAN THIS RATE	\$23,732.80	
COWETA	\$13.02+\$500 OLETS	\$27,581.60	\$12.75	\$26,520.00		\$12.00	\$24,960.00	
GUTHRIE	\$13.17	\$27,393.60	\$9.68	\$20,134.40		\$12.67	\$26,353.60	
COLLINSVILLE	\$13.00	\$27,040.00	\$13.00	\$27,040.00		\$13.00	\$27,040.00	
OKMULGEE	\$12.95	\$26,936.00	\$13.76	\$28,620.80		\$12.95	\$26,936.00	
SAND SPRINGS	\$12.90	\$26,832.00	\$12.06	\$25,084.80		\$12.90	\$26,832.00	
MANNFORD	\$11.00+\$1.00 OLETS	\$24,440.00	\$15.00	\$31,200.00		\$15.00	\$31,200.00	
BRISTOW	\$11.00	\$22,880.00	\$11.00	\$22,880.00		\$11.00	\$22,880.00	
CLAREMEORE	N/A		\$15.00	\$31,200.00		\$15.00	\$31,200.00	
MIAMI	N/A		\$13.05	\$27,144.00		\$13.05	\$27,144.00	
MUSKOGEE	N/A		\$12.48	\$25,958.40		\$11.59	\$24,107.20	
CREEK II	N/A		\$12.00+\$1.00 90 DAYS	\$26,520.00		\$12.00+\$1.00 90 DAYS	\$26,520.00	

Average Annual Wages	\$29,487.11	\$28,054.58	\$27,480.08
Median Annual Wages	\$29,556.80	\$28,808.00	\$26,936.00

GLENPOOL (Current)	\$12.00	\$24,960.00	\$12.00	\$	12.00
+ \$0.30/FTO Completion		\$468.00			
+ \$0.30/OLETS		\$468.00			
		\$25,896.00		\$24,960.00	\$ 24,960.00
Difference from Average	-\$1.73	(\$3,591.11)	\$ (1.49)	\$ (3,094.58)	\$ (1.21) \$ (2,520.08)

GLENPOOL (Proposed)	\$14.52	\$30,201.60	\$13.50	\$	13.50
+ \$0.30/FTO Completion		\$468.00			
+ \$0.30/OLETS		\$468.00			
		\$31,137.60		\$28,080.00	\$ 28,080.00
Difference from Average	\$0.79	\$1,650.49	\$ 0.01	\$25.42	\$ 0.29 \$ 599.92



To: Chair and Trustees

From: David Tillotson, City Manager

Date: January 27, 2021

Re: FY20-21 Budget Amendment

Background:

This budget amendment is being requested to account for the transfer of sales taxes from the General Fund to the Glenpool Industrial Authority to cover the sales taxes generated by business in the TIF 1 and TIF 2 as well as the sales tax reimbursement agreement the City has in place. Originally, the budget was prepared to account for the TIF sales taxes in their own account, but since those taxes are received by the City and must be transferred it is appropriate to use the Transfer from General Fund revenue account instead of the individual TIF accounts. That is why you see an increase in the Transfer from General Fund account and a decrease in the two TIF accounts. You will also see increases to two of the expense accounts, Brookover TIF and Sales Tax Reimbursement, to cover the pending reimbursements under the contracts. Both the Brookover TIF and the sales tax reimbursement project as performing better than expected.

We anticipate the need to create additional amendments as we come to quarters 3 and 4 of this fiscal year to cover the sales tax revenue and expenses for these projects.

Staff Recommendation:

- Staff recommends approval of Budget Amendment GIA-1.

Attachments:

- Budget Amendment GIA-1

Glenpool Industrial Authority Budget Amendment

Fiscal Year: 2020-2021

Amendment No: GIA-1

Date Requested: 1/28/2021

Revenue:

Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount
30	30-5-00-5400	TSF from Gen Fund	\$ 94,481.60	\$ 147,814.60
30	30-5-15-5370	75 S. Business Park TIF	\$ (33,000.00)	\$ -
30	30-5-15-5371	Brookover Corner TIF	\$ (36,000.00)	\$ -
		Total	\$ 25,481.60	

Expense:

Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount
30	30-6-15-6292	Brookover Corner TIF	\$ 17,397.01	\$ 63,397.01
30	30-6-15-6293	Sales Tax Reimb	\$ 8,084.59	\$ 61,417.59
		Total	\$ 25,481.60	

Approved by the Glenpool Industrial Authority:

Chairman

Date