



**NOTICE
GLENPOOL INDUSTRIAL AUTHORITY
REGULAR MEETING**

A Regular Session of the Glenpool Industrial Authority will be held at 6:00 p.m. July 1, 2024, immediately following the Glenpool Utility Service Authority meeting, 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/89753555435?pwd=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

Passcode: 974088

One tap mobile

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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: lasmith@cityofglenpool.com **PRIOR TO 6:00 PM JULY 1, 2024.**

AGENDA

Page

- A) **Call to Order - Joyce G. Calvert, Chair**
- B) **Roll Call, Declaration of Quorum – Lesli Smith, Secretary; Joyce G. Calvert, Chair**
- C) **Trustee Comments**
- D) **Public Comments**
- E) **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GIA Board to be routine and will be enacted by one motion. Any Trustee 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.

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- 2) Approval of the Custodial Services Contract with Elite Cleaning of Tulsa for FY 2024-2025. 5 - 8

[2024-2025 Elite Cleaning Staff Report](#)

[Elite FY 2024-2025 contract](#)

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

G) **Scheduled Business**

- 1) Discussion and possible action to approve, modify or deny Budget Amendment GIA-01 for FY24-25, decreasing multiple expenditure accounts and increasing the Transfer to Reserve expenditure account related to the decrease of FTE positions for the year. 9 - 11

(David Tillotson, City Manager)

[Staff Report - ACM Reorganization.GIA01](#)

H) **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

Secretary



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

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

TRUSTEES ABSENT: Chris Brobst

STAFF PRESENT: David Tillotson
Lesli Smith

STAFF ABSENT: Susan White

A) Call to Order - Joyce G. Calvert, Chair

Chair Calvert called the special meeting to order at 8:14 p.m.

B) Roll Call, Declaration of Quorum – Lesli Smith, Secretary; Joyce G. Calvert, Chair

Lesli Smith called the roll, Chair Calvert declared a quorum present.

Eric Wade Attorney, of Rosenstein, Fist & Ringold was also in attendance.

C) Trustee Comments

There were no trustee comments.

D) Public Comments

There were no public comments.

E) Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GIA Board to be routine and will be enacted by one motion. Any Trustee 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 3, 2024, meeting.
- 2) Approval of Budget Amendment GIA-07 for FY 23-24, increasing the Glenpool Industrial Authority Fund revenue account 30-5-15-5367 (Brookover Corner TIF 2 Ad Valorem) by \$58,051.00, and increasing expenditure account

30-6-15-6292 (Brookover Corner TIF 2) by \$58,051.00, to appropriate the additional tax revenues for disbursement to the Tax Increment Financing District.

- 3) Approval of Budget Amendment GIA-17 for FY 23-24, Increasing GIA Fund revenue account 5-00-5400 (Transfer from General Fund) by \$8,273.20 and increasing GIA expense account 6-12-6333 (Capital Purchase) by \$8,273.20 to account for final cost, including closing costs, of acquiring the Dawes property during the fiscal year.
- 4) Approval of Fund Transfers-01, completing budgeted transfers between funds for FY 23-24.

Moved by Brandon Kearns, seconded by Tim Fox

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.

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

No items removed from the consent agenda.

G) Scheduled Business

H) Adjournment

The special meeting was adjourned at 8:15 p.m.



To: HONORABLE CHAIRMAN AND BOARD OF TRUSTEES, Glenpool Industrial Authority

From: Lea Ann Reed, Conference Center Director

Date: July 1, 2024

Subject: Renewal of Custodial Services Contract, Elite Cleaning of Tulsa

Background:

The attached Custodial Services Contract with Elite Cleaning of Tulsa provides the same terms and conditions as those agreed to by the Trustees for cleaning services to be provided by Elite for FY 2023-2024. Elite has provided satisfactory cleaning services for the conference center since December of 2017 and we would like to continue their services for FY 2024-2025.

Staff Recommendation:

Staff recommends that the Authority Trustees approve the attached Custodial Services Contract and authorize the Chairman of the Board to execute said contract and take such other actions as may be needed for its full implementation.

Attachments:

- Proposed Custodial Services Contract with Elite Cleaning of Tulsa, FY 2024-2025

CUSTODIAL SERVICES CONTRACT

By this Custodial Services Contract (“**Contract**”), Elite Cleaning of Tulsa, an Oklahoma company, (“**Contractor**”) hereby agrees with the Glenpool Industrial Authority, an Oklahoma public trust having the City of Glenpool as its beneficiary, (“**Customer**”), as of the date this Contract is last executed by either party, to provide the necessary labor, material, supplies and equipment to perform the services identified and as provided herein (“**Services**”). Contractor and Customer acting jointly are the “**Parties.**”

CONTRACT WITH:	Glenpool Industrial Authority
SERVICES PROVIDED:	Professional Cleaning
SCOPE OF SERVICES:	See Section 5 below.
LOCATIONS OF SERVICES:	First floor (only) of the Glenpool Conference Center, 12205 S. Yukon Avenue.
PRICING AND PAYMENT TERMS:	Conference Center Services: \$21 per hour Based on work schedule of approximately 110 hours per month at \$21 per hour for all Services, in accordance with days of week and time of day to be agreed upon separately by the Parties. Invoice submitted by 10th of month following performance of Services will be paid no later than the 30th of the same month. Prices will not change during the initial Term of the Contract defined below without notice and written agreement by the Parties
INSURANCE:	Declaration Page attached for Commercial General Liability Insurance, naming Customer as additional insured Certification attached verifying compliance with Workers’ Compensation Statutory Minimum Requirements, or exemption
TERM:	Commencement Date: July 1, 2024 Termination Date: June 30, 2025, or upon conditions stated in this Contract
RENEWAL OPTION:	The Parties agree that, unless expressly terminated by a minimum of 30-days’ notice prior to June 30, 2025, in accordance with provisions stated in this Contract, the Parties may negotiate for a renewal term of July 1, 2025 – June 30, 2026, by no later than June 1, 2025, but have no obligation to do so.

1. INDEPENDENT CONTRACTOR STATUS:

The Contractor is an independent contractor and not an agent or employee of the Customer or of the City of Glenpool or of any other Glenpool public trust authority. All persons performing Services on behalf of the Contractor shall be deemed either employees or subcontractors of the Contractor and shall in no case be employees or agents of the Customer or the City or another Glenpool public trust.

2. CONFIDENTIALITY:

Contractor accepts for itself and for any person performing Services under this Contract the duty to maintain confidentiality with respect to such business of the Customer as Contractor may have reason to learn during or because of the performance of the Services set forth in this Contract.

3. HOLIDAYS:

The following holidays shall be observed by the Customer and are therefore days on which the Contractor shall not be obligated to perform any Services pursuant to this Contract: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Day; and any other holiday observed by the Customer and noticed to Contractor. Customer will notify Contractor of any changes in Customer's holiday schedule. In all cases, Contractor will be allowed to observe the same dates for holiday observance as those of the City and Customer.

4. TERMS OF PAYMENT:

The Customer agrees to pay Contractor the following rates which are fixed for the period of the Term unless either party informs the other of its intent to terminate the Contract prior to expiration of the Term as set forth in Section 7 below. The Contract will be subject to renewal upon expiration of the Term in the discretion of both Parties, subject to renegotiation of the rates set forth herein, based upon changes in labor and/or material costs. Contractor will submit all invoices monthly within ten (10) days following the month Services are performed, for payment within twenty (20) days from the date of the invoice.

5. SCOPE OF CLEANING SERVICES

General Cleaning Services

Includes vacuuming of carpets; mopping floors; dusting of furniture (provided that, Contractor will not be expected to remove papers or personal items from any desk or cabinet space); cleaning hard surfaces; removal of trash; restroom cleaning; and all reasonably related custodial duties, all in accordance with reasonable industry standards, at stated locations.

Special Cleaning Services:

Any out-of-the-ordinary, unscheduled cleaning needs will be performed at a separately negotiated rate to be agreed upon in writing by the Parties.

Supplies and Equipment:

Customer shall provide, at its cost: All consumable products at no cost to Contractor (including, paper towels, toilet paper, hand soap, trash liners and similar standard consumable, replenished products).

Contractor shall supply, at its cost: General cleaning supplies required to perform the Services (including, chemicals, cleaning devices, brooms, mops, mop buckets and similar standard supplies or equipment utilized in the custodial industry) will be provided by Contractor at its cost.

6. CUSTOMER OBLIGATIONS:

Customer agrees to:

Provide suitable, and lockable where feasible, storage space for all equipment and supplies belonging to Contractor.

Advise City of Glenpool employees to secure all personal and/or confidential items and leave desks as clear of paper as possible.

Assign one employee as the individual responsible for communication between Customer and Contractor for each site where Services are to be performed, or a single employee acting in this capacity for all sites, in Customer's discretion. The identity of such employee(s) and contact information will be provided separately.

7. TERMINATION:

This Contract shall continue in effect for the duration of the Term unless and until either party notifies the other in writing of its intent to terminate by giving the other party thirty (30) days' written notice, *provided that*, Customer reserves the right to terminate the Contract immediately and without notice in the event of serious misconduct by the Contractor. Serious misconduct may include deliberate damage to property; breach of confidentiality; or actions of a similar serious nature, as determined by the Customer acting in good faith.

8. ACCEPTANCE:

CUSTOMER: GLENPOOL INDUSTRIAL AUTHORITY

By _____
Joyce G. Calvert
Chair, Board of Trustees

_____ Date

CONTRACTOR: ELITE CLEANING OF TULSA

By _____
[Name] _____
[Title] _____

_____ Date

ATTEST:

SEAL

By: _____
Lesli Smith, City and Trust Authority Clerk

APPROVED:

By: _____
City Attorney and Trust Authority Counsel



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.

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



Attachments:

- FY24-25 Budget Amendment GIA-01

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

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Glenpool Industrial Authority
Budget Amendment

Fiscal Year: 2024-2025
Amendment No: GIA-01
Date Requested: 7/1/2024

	Revenue:					
	Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
			Total		\$ -	

Expense:					
Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
30	6-01-6101	Salaries & Wages	\$ 201,155.00	\$ (52,114.00)	\$ 149,041.00
30	6-01-6102	Health Insurance	\$ 24,592.00	\$ (8,115.00)	\$ 16,477.00
30	6-01-6111	FICA	\$ 14,945.00	\$ (3,902.00)	\$ 11,043.00
30	6-01-6115	Retirement	\$ 12,669.00	\$ (5,245.00)	\$ 7,424.00
30	6-12-6101	Salaries & Wages	\$ 117,079.00	\$ (34,129.00)	\$ 82,950.00
30	6-12-6111	FICA	\$ 8,763.00	\$ (2,568.00)	\$ 6,195.00
30	6-12-6115	Retirement	\$ 8,033.00	\$ (2,349.00)	\$ 5,684.00
30	6-90-6745	Transfer to Reserves	\$ -	\$ 108,422.00	\$ 108,422.00
		Total		\$ -	

Notes:
Lines 1-10:Accounts for savings from personnel changes
Complimentary to Budget Amendment CITY-02

Approved by the Glenpool Industrial Authority

Chair

Date