

NOTICE
SPECIAL JOINT BUDGET WORKSHOP
OF THE GLENPOOL CITY COUNCIL,
THE GLENPOOL UTILITY SERVICES AUTHORITY
AND THE GLENPOOL INDUSTRIAL AUTHORITY

A Budget Workshop of the Glenpool City Council, the Glenpool Utility Services Authority and the Glenpool Industrial Authority will be held at 6:00 p.m., Thursday, April 27, 2016, at Glenpool City Hall, 3rd Floor, City Council Chambers, 12205 S. Yukon Ave., Glenpool, Oklahoma.

The City Council welcomes comments from citizens of Glenpool who wish to provide input on the proposed budget for Fiscal Year 2017-2018. Speakers are requested to complete one of the forms located on the agenda table and return to the City Clerk PRIOR TO THE CALL TO ORDER.

AGENDA

- A)** Call to Order.
- B)** Roll call, declaration of quorum.
- C)** Scheduled Discussion.
 - 1) Discussion concerning FY 2017-2018 Proposed Budget.
- D)** Adjournment.

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave.,
Glenpool, Oklahoma, on _____, 2017 at _____ am/pm.

Signed: _____
City Clerk



FY 2017-2018

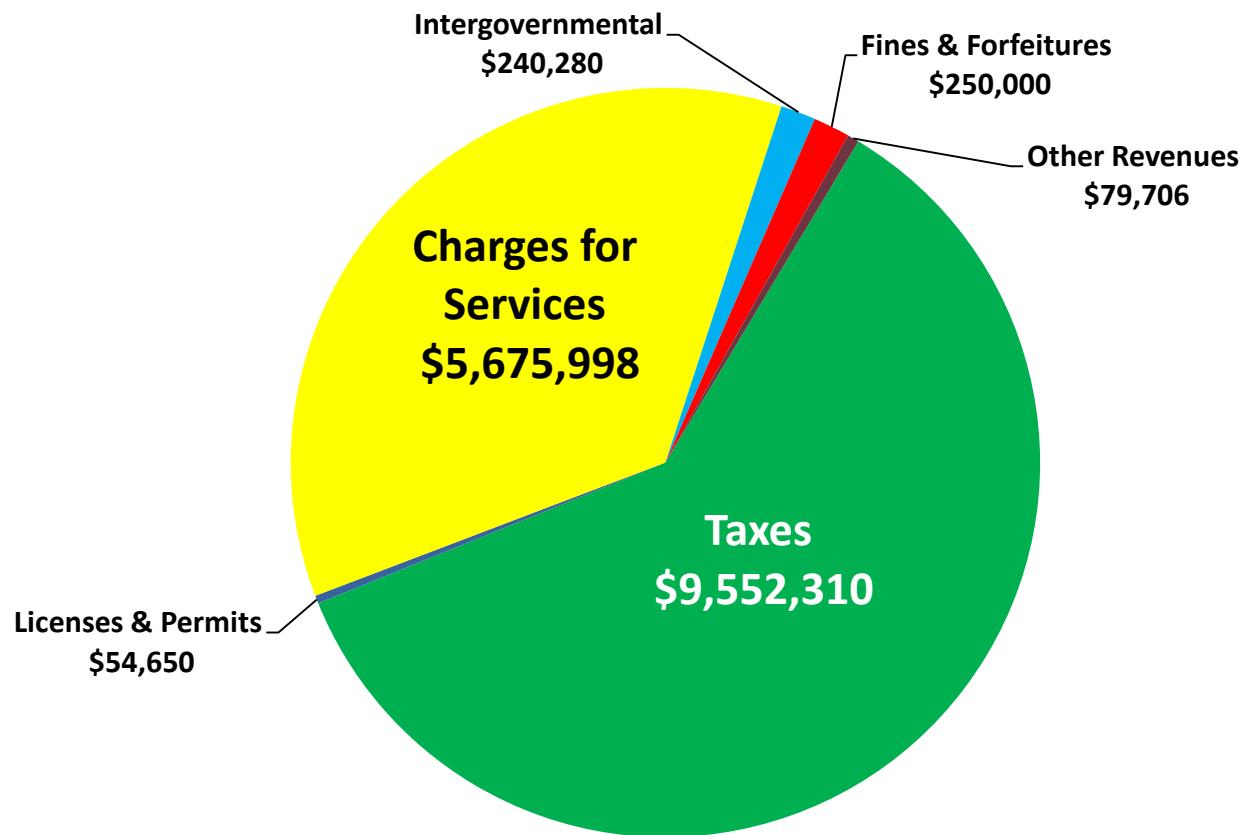
Proposed Budget

April 27, 2017

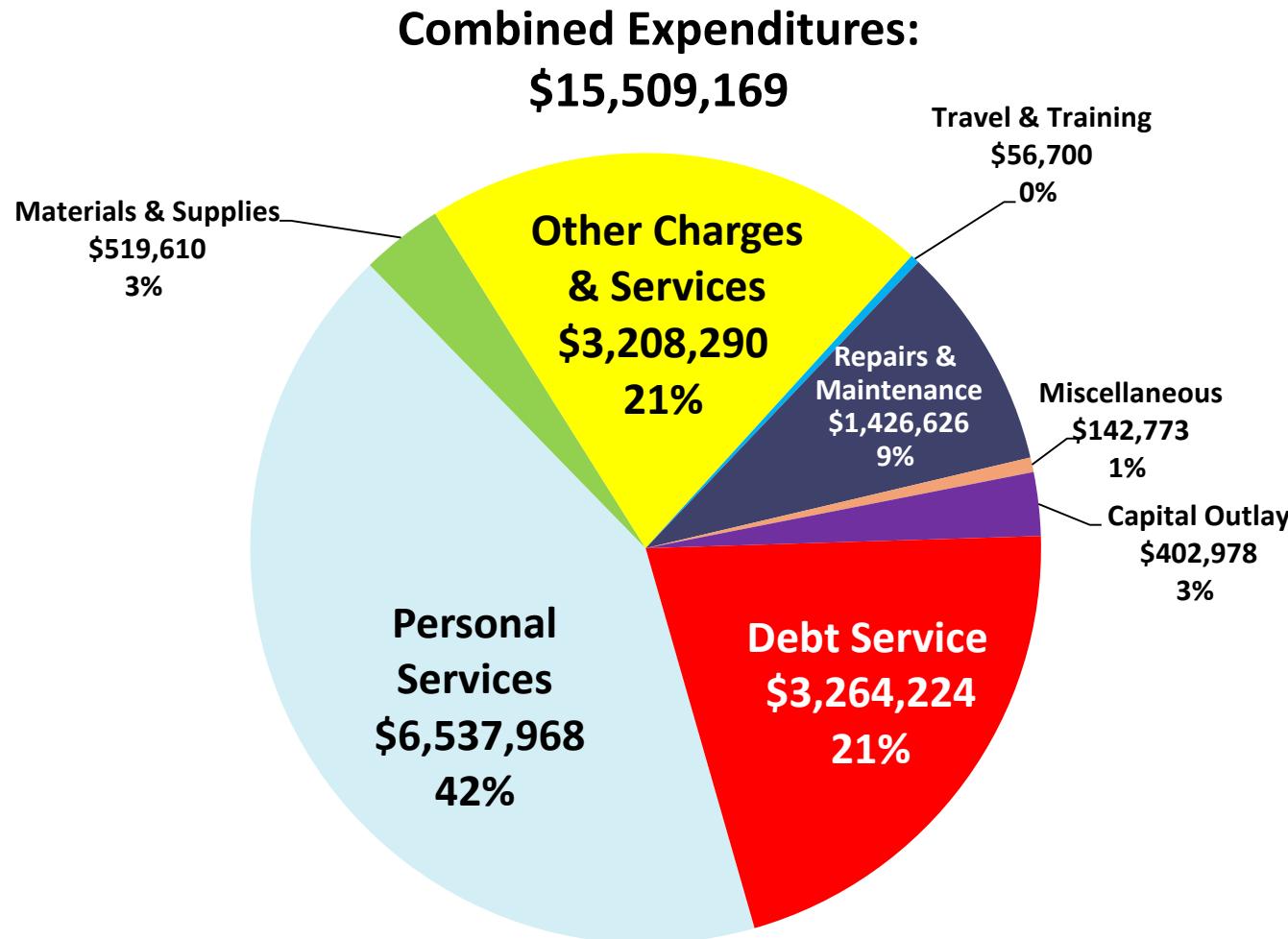
FY18 Revenues by Category - All Funds

Combined Revenues:

\$15,852,959



FY18 Expense by Category



FY18 Budget Assumptions

- ▶ FY18 GF Revenue Budget estimates a 4.8% decrease in sales tax over FY17 Budget, and even with FY17 projections
- ▶ FY17 sales tax projections are 5.0% below FY17 Budget, and 0.4% below FY16 actual.

General Fund Operating Revenues	FY17 Budget (as amended)	FY17 Projected	FY18 Budget Estimate	Change from FY17 Budget	%	Change from FY17 Projected	%
Taxes	\$ 7,946,158	\$ 7,620,165	\$ 7,493,700	\$ (452,458)	-5.7%	\$ (126,465)	-1.7%
Licenses & Permits	66,900	74,425	54,650	(12,250)	-18.3%	(19,775)	-26.6%
Charges for Services	212,354	220,300	240,280	27,926	13.2%	19,980	9.1%
Intergovernmental	1,262,115	1,262,807	193,800	(1,068,315)	-84.6%	(1,069,007)	-84.7%
Fines & Forfeitures	350,000	260,000	250,000	(100,000)	-28.6%	(10,000)	-3.8%
Other Revenues	117,904	851,400	27,356	(90,548)	-76.8%	(824,044)	-96.8%
Investment Income	300	15	15	(285)	-95.0%	-	0.0%
Total Gross Operating Revenues	\$9,955,731	\$10,289,112	\$8,259,801	\$ (1,695,930)	-17.0%	\$ (2,029,311)	-19.7%
Less Sales Tax Transfers	(1,761,539)	(1,668,635)	(167,775)	1,593,764	-90.5%	1,500,860	-89.9%
Less ED Incentives	(22,274)	-	-	22,274	-100.0%	-	NA
Net Revenues	<u>\$8,171,918</u>	<u>\$8,620,477</u>	<u>\$8,092,026</u>	<u>(\$79,892)</u>	<u>-1.0%</u>	<u>(\$528,451)</u>	<u>-6.1%</u>

FY18 Operating Budgets

- ▶ 3% salary increase for non-represented employees in addition to raise resulting from collective bargaining agreement renewals
- ▶ Health Insurance increasing 9%
- ▶ Workers' Comp estimated at 10% increase
- ▶ Utilities and Fuel even with current year

FY18 Operating Budgets

Major Changes to General Fund Budget

- ▶ Hotel-Motel tax revenues moved to a new fund
- ▶ 75% Conference Center Director personal services moved from GF to GIA
- ▶ Dispatch budget separated from Police budget
- ▶ 25% Stormwater Administrator personal services moved from GF to GUSA
- ▶ Streets and Parks:
 - Park Improvements – increased from \$10,000 to \$30,000
 - Soccer Complex – carryover of project funded by \$237,588 bond funds

General Fund Expenditures

by Department

General Fund Operating Expenditures	FY17 Budget (as amended)	FY17 Projected	FY18 Budget Estimate	Change from FY17 Budget	%	FY17 Projected	Change from FY17 Projected
General Government	\$ 960,674	\$ 856,072	\$ 749,148	\$ (211,526)	-22.0%	\$ (106,924)	-12.5%
Animal Control	75,830	56,344	78,525	2,695	3.6%	22,181	39.4%
Police (1)	2,154,476	2,094,419	1,813,976	(340,500)	-15.8%	(280,443)	-13.4%
Dispatch (1)	-	-	382,383	382,383	NA	382,383	NA
Fire	1,770,444	1,676,010	1,851,300	80,856	4.6%	175,290	10.5%
Emergency Management	53,000	28,000	48,000	(5,000)	-9.4%	20,000	71.4%
Community Development (2)	583,618	560,552	410,488	(173,130)	-29.7%	(150,064)	-26.8%
General Administration (3)	517,288	514,202	504,987	(12,301)	-2.4%	(9,215)	-1.8%
Streets & Parks (4)	1,869,307	1,869,300	1,034,777	(834,530)	-44.6%	(834,523)	-44.6%
Total Gross Operating Expenses	\$7,984,637	\$7,654,899	\$6,873,584	\$ (1,111,053)	-13.9%	\$ (781,315)	-10.2%
Transfers out	2,803,813	2,688,635	3,794,860	991,047	35.3%	1,106,225	41.1%
Transfers to reserve	500,000	1,078,296	-	(500,000)	-100.0%	(1,078,296)	-100.0%
Total Expenditures	\$11,288,450	\$11,421,830	\$10,668,444	(\$620,006)	-5.5%	(\$753,386)	-6.6%

(1) Net change in Police and Dispatch is \$41,883 from FY17 Budget and \$101,940 from FY17 Projection

(2) FY17 includes \$147,870 for Comprehensive Plan Update

(3) Economic Development related expenses moved to Hotel-Motel Tax Fund in FY18

(4) FY17 includes \$978,762 Vision 2025 revenue from Tulsa County for Soccer Complex Project

Hotel-Motel Tax Fund (New)

- ▶ Hotel-Motel taxes by ordinance are dedicated to Economic Development, leisure, culture and tourism
- ▶ Fund balance from FY17 General Fund will be transferred to new fund in addition to \$45,000 remaining projected revenues for FY17.
- ▶ FY18 Revenues are conservatively estimated at \$168,000
- ▶ \$83,200 for consulting services and travel related to economic development moved from General Fund
- ▶ \$10,000 budgeted for park improvements

Hotel-Motel Tax Fund

	FY17 Budget (as amended)		FY18 Budget Estimate	Change from FY17 Budget		Change from FY17 Projected	
				%		%	
Revenues							
Hotel-Motel Tax	\$	-	\$ 45,000	\$ 168,000	\$ 168,000	NA	\$ 123,000 273.3%
Transfers in		-	-	232,685	232,685	NA	232,685 NA
Total Operating Revenues	\$	-	\$ 45,000	\$ 400,685	\$ 400,685	NA	\$ 355,685 790.4%
 Hotel-Motel Tax Fund	 FY16 Budget	 (as amended)	 FY17 Budget	 Estimate	 Change from	 FY16	 Projected
Expenditures							
Economic Development							
Other Services & Charges	\$	-	\$ -	\$ 74,500	\$ 74,500	NA	\$ 74,500 NA
Travel & Training		-	-	2,700	2,700	NA	2,700 NA
Miscellaneous		-	-	6,000	6,000	NA	6,000 NA
Total Economic Development	\$	-	\$ -	\$ 83,200	\$ 83,200	NA	\$ 83,200
Parks & Culture:							
Repairs & Maintenance	\$	-	\$ -	\$ 10,000	\$ 10,000	NA	\$ 10,000 NA
Total Parks & Culture	\$	-	\$ -	\$ 10,000	\$ 10,000	NA	\$ 10,000
Total Operating Expenses	\$	-	\$ -	\$ 93,200	\$ 93,200	NA	\$ 93,200 NA
Transfer to Reserve		-	45,000	307,485	307,485	NA	262,485 583.3%
Total Expenditures	\$	-	\$ 45,000	\$ 400,685	\$ 400,685	NA	\$ 355,685 790.4%
Revenue Over(under) Expenditures	\$	-	\$ -	\$ -	\$ -		\$ -

Glenpool Utility Services Authority

- ▶ FY17 projected water volume is up 9.1% over FY16
- ▶ FY17 projected water revenues increased 5.3% over FY16
- ▶ FY17 projected customers increased 2.9% over FY16
- ▶ FY18 Water revenues are estimated at \$2,725,214, even FY17 projections
- ▶ Tulsa water rates for water purchased are increasing 1.75% effective October 1, 2017. No rate increase is planned for FY18, but will be considered if necessary

Glenpool Utility Services Authority

Operating Revenues by Category

GUSA Operating Revenues	FY17 Budget (as amended)	FY17 Projected	FY18 Budget Estimate	Change from FY17 Budget		Change from FY17 Projected	
				%	%	\$	%
Water	\$ 2,685,120	\$ 2,729,085	\$ 2,725,214	\$ 40,094	1.5%	\$ (3,871)	-0.1%
Sewer	1,266,856	1,324,200	1,320,089	53,233	4.2%	(4,111)	-0.3%
Refuse	617,976	630,100	636,043	18,067	2.9%	5,943	0.9%
Recycling Fee	18,049	17,869	76,879	58,830	325.9%	59,010	330.2%
Stormwater Fee	102,101	102,014	103,273	1,172	1.1%	1,259	1.2%
Water/Wastewater Fee	9,000	11,900	11,700	2,700	30.0%	(200)	-1.7%
Delinquent/Connect/Reconnect	144,250	154,800	149,000	4,750	3.3%	(5,800)	-3.7%
Water Taps	90,000	95,000	90,000	-	0.0%	(5,000)	-5.3%
Sewer Taps	20,000	22,000	20,000	-	0.0%	(2,000)	-9.1%
Miscellaneous	18,600	27,240	18,600	-	0.0%	(8,640)	-31.7%
Investment Income	1,235	7,000	2,035	800	64.8%	(4,965)	-70.9%
Transfers in	1,761,539	1,667,792	1,677,175	(84,364)	-4.8%	9,383	0.6%
Total Gross Operating Revenues	\$6,734,726	\$6,789,000	\$6,830,008	\$ 95,282	1.4%	\$ 41,008	0.6%

Glenpool Utility Services Authority

Operating Expenses by Department

GUSA Operating Expenditures	FY17 Budget (as amended)	FY17 Projected	FY18 Budget Estimate	Change from FY17 Budget	%	Change from FY17 Projected	%
Water/Sewer	\$ 2,872,594	\$ 2,925,584	\$ 3,124,039	\$ 251,445	8.8%	\$ 198,455	6.8%
Utility Billing	295,175	297,610	353,061	57,886	19.6%	55,451	18.6%
Refuse	564,219	564,219	627,758	63,539	11.3%	416,600	73.8%
Stormwater (1)	4,100	4,000	21,522	17,422	424.9%	17,522	438.1%
Total Gross Operating Expenses	\$3,736,088	\$3,791,413	\$4,126,380	\$ 390,292	10.4%	\$ 688,028	18.1%
Transfers Out	1,020,000	1,020,000	2,097,558	1,077,558	105.6%	1,077,558	105.6%
Debt Service	3,341,253	3,477,700	3,163,649	(177,604)	-5.3%	(314,051)	-9.0%
Transfers to Reserve	115,559	-	-	(115,559)	-100.0%	-	NA
Total Expenditures	<u>\$8,212,900</u>	<u>\$8,289,113</u>	<u>\$9,387,587</u>	<u>\$1,174,687</u>	<u>14.3%</u>	<u>\$1,098,474</u>	<u>13.3%</u>

(1) 25% of Stormwater Administrator personal services moved from General Fund

FY18 GUSA Operating Budget

Major changes to GUSA Base Budget

- ▶ \$805,000 for rehab/improvement to Speedy's Lift Station
- ▶ 25% of Stormwater Administrator personal services moved from General Fund

Glenpool Industrial Authority Budget

GIA	FY17 Budget (as amended)	FY17 Projected	FY18 Budget Estimate	Change from			
				Change from FY17 Budget	%	FY17 Projected	%
Revenues							
Conference Center Fees	\$ 350,000	\$ 350,000	\$ 350,000	\$ -	0.0%	\$ -	0.0%
Transfer from GF (Hotel Tax)	72,000	-	-	(72,000)	-100.0%	-	NA
Miscellaneous	-	25,687	19,350	19,350	NA	(6,337)	-24.7%
Lease payments (EMS building)	-	-	14,400	14,400	NA	14,400	NA
Total Gross Operating Revenues	\$422,000	\$375,687	\$383,750	\$ (38,250)	-9.1%	\$ 8,063	2.1%
Expenditures							
Conference Center							
Personal Services (1)	\$ 81,500	\$ 78,733	\$ 150,662	\$ 69,162	84.9%	\$ 71,929	91.4%
Supplies	50,000	50,000	40,000	(10,000)	-20.0%	(10,000)	-20.0%
Other Services & Charges	113,500	113,500	117,544	4,044	3.6%	4,044	3.6%
Repairs and Maintenance	148,000	148,000	79,644	(68,356)	-46.2%	(68,356)	-46.2%
Capital Purchases	16,000	10,000	25,000	9,000	56.3%	15,000	150.0%
Total Conference Center	\$ 409,000	\$ 400,233	\$ 412,850	\$ 3,850	0.9%	\$ 12,617	3.2%
Economic Development							
Supplies	\$ 8,600	\$ 8,600	\$ -	\$ (8,600)	-100.0%	\$ (8,600)	-100.0%
Other Charges & Services	63,400	25,854	-	(63,400)	-100.0%	(25,854)	-100.0%
Total Economic Development	\$ 72,000	\$ 34,454	\$ -	\$ (72,000)	-100.0%	\$ (34,454)	-100.0%
Total Gross Operating Expenses	\$ 481,000	\$ 434,687	\$ 412,850	\$ (68,150)	-14.2%	\$ (21,837)	-5.0%
Transfer to GF - Utilities	31,500	31,500	31,500	-	0.0%	-	0.0%
Transfers from (to) Reserve	(90,500)	(90,500)	(75,000)	15,500	-17.1%	15,500	-17.1%
Transfer to GF - Lease payments	-	-	14,400	14,400	NA	14,400	NA
Total Expenditures	\$ 422,000	\$ 375,687	\$ 383,750	\$ (38,250)	-9.1%	\$ 8,063	2.1%
Revenue Over(under) Expenditures	\$ -	\$ -	\$ -	\$ -	NA	\$ -	NA

(1) 75% of Conference Center Director personal services moved from General Fund

Public Safety Personnel Fund

	FY17 Budget (as amended)		FY18 Budget Estimate	Change from FY17 Budget			Change from FY17	
	FY17 Projected	%		Projected	%		Projected	%
Revenues								
Sales Tax (0.55%)	\$ 847,095		\$ 922,460	\$ 75,365	8.9%	\$ 124,014	15.5%	
Use Tax (0.55%)	-		24,255	24,255	NA	(3,745)	-13.4%	
Total Operating Revenues	\$ 847,095		\$ 946,715	\$ 99,620	11.8%	\$ 120,269	14.6%	
Public Safety Personnel Fund Expenditures	FY16 Budget (as amended)		FY17 Budget Estimate	Change from FY16 Budget	%	Change from FY16		
Police:								
Personal Services	\$ 246,953	\$ 198,649	\$ 320,410	\$ 73,457	29.7%	\$ 121,761	61.3%	
Supplies	18,779	18,779	26,000	7,221	38.5%	7,221	38.5%	
Other Services & Charges	40,000	40,000	2,244	(37,756)	-94.4%	(37,756)	-94.4%	
Travel & Training	5,000	5,000	2,500	(2,500)	-50.0%	(2,500)	-50.0%	
Repairs and Maintenance	10,000	10,000	15,000	5,000	50.0%	5,000	50.0%	
Capital Purchases	-	-	500	500	NA	500	NA	
Total Police	\$ 320,732		\$ 366,654	\$ 45,922	14.3%	\$ 94,226		
Fire:								
Personal Services	\$ 366,686	\$ 328,130	\$ 532,650	\$ 165,964	45.3%	\$ 204,520	62.3%	
Supplies	3,000	3,000	3,800	800	26.7%	800	26.7%	
Other Charges & Services	30,688	30,688	1,324	(29,364)	-95.7%	(29,364)	-95.7%	
Travel & Training	1,000	1,000	2,500	1,500	150.0%	1,500	150.0%	
Total Fire	\$ 401,374		\$ 540,274	\$ 138,900	34.6%	\$ 177,456		
Total Operating Expenses	\$ 722,106		\$ 906,928	\$ 184,822	25.6%	\$ 271,682	42.8%	
Transfer to Reserve	124,989	191,200	39,787	(85,202)	-68.2%	(151,413)	-79.2%	
Total Expenditures	\$ 847,095		\$ 946,715	\$ 99,620	11.8%	\$ 120,269	14.6%	
Revenue Over(under) Expenditures	\$ -		\$ -	\$ -		\$ -		

FY18 Capital Improvements

Funding Sources and Cost Summary

FUNDING RESOURCES	General Fund	Hotel Motel Tax	GUSA	GIA	Streets & Infrastructure	Public Safety Capital
Operating Revenues	\$ 95,000	\$ 10,000	\$ 383,079	\$ -	\$ 496,320	\$ 447,575
Lease Proceeds	-	-	-	-	-	333,000
Transfer from General Fund	-	-	-	-	-	25,000
Transfer from Reserves	-	-	-	75,000	174,137	26,071
Reserved Fund Balance (Bonds)	<u>237,558</u>	<u>-</u>	<u>460,021</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Funding Resources	<u>\$ 332,558</u>	<u>\$ 10,000</u>	<u>\$ 843,100</u>	<u>\$ 75,000</u>	<u>\$ 670,457</u>	<u>\$ 831,646</u>
PROJECT COSTS	General Fund	Hotel Motel Tax	GUSA	GIA	Streets & Infrastructure	Public Safety Capital
General Government	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety	25,000	-	-	-	-	403,000
Streets & Parks	267,558	10,000	-	-	420,000	-
Water/Sewer	-	-	839,100	-	75,000	-
Utility Billing	-	-	4,000	-	-	-
Conference Center	-	-	-	75,000	-	-
Debt Service	-	-	-	-	175,457	428,646
Total Project Costs	<u>\$ 332,558</u>	<u>\$ 10,000</u>	<u>\$ 843,100</u>	<u>\$ 75,000</u>	<u>\$ 670,457</u>	<u>\$ 831,646</u>

FY18 Capital Improvement Requests

► General Fund - \$332,558

- **General Government**

(City Clerk, Finance, City-wide Services)

- Copiers/IT equipment and repairs- \$40,000

- **Public Safety**

(Police, Fire, Emergency Management)

- Emergency Siren - \$25,000

- **Streets and Parks**

- Park Improvements - \$30,000

- Soccer Complex completion - \$237,558

FY18 Capital Improvement Requests

▶ Hotel-Motel Tax Fund - \$10,000

- Parks, Culture and Leisure
 - Park Improvements- \$10,000

FY18 Capital Improvement Requests

► GUSA - \$843,100

- **Water/Sewer**
 1. Vehicle (new) - \$27,500
 2. Pipe Inspection Camera - \$6,600
 3. Speedy's Lift Station Rehab/Improvements – \$805,000
- **Utility Billing Building**
 1. HVAC (heat pump) potential replacement - \$4,000

FY18 Capital Improvement Requests

► Conference Center - \$75,000

1. Upgrades

- Ceiling-mounted projector (Exhibit Hall B) -\$25,000

2. Equipment Replacement

- Sound System - \$50,000
(included in operating budget under maintenance/repair)

FY18 Capital Improvement Requests

► Streets & Infrastructure Fund - \$495,000

Streets and Parks

1. Turf maintenance equipment (Soccer Complex) - \$30,000
2. Lane Improvements Warrior Road - \$390,000
3. Infrastructure improvements at 151st Street - \$75,000

FY18 Capital Improvement Requests

▶ Public Safety Capital Fund - \$403,000

Police - \$148,000

1. Mobile Computers - \$65,000
2. Police Vehicles (2) - \$83,000

Fire - \$255,000

1. SCBA - \$250,000
2. Gear replacement - \$5,000

Debt Service – Governmental Funds

	Original Amount	Annual Payment	Balance 7/1/2017	Maturity
GOVERNMENTAL FUNDS				
GENERAL FUND				
FY11 Fire Engine Pumper Lease	\$ 472,765	\$ 56,263	\$ 273,155	Oct. 2020
FY16 Police Vehicle Lease	185,928	63,114	103,387	Feb. 2019
Department of Transportation Note 5/18/87	56,761	1,200	19,561	Jun. 2028
Department of Transportation Note 10/24/91	63,571	1,200	13,125	Jun. 2034
Total General Fund	\$ 779,025	\$ 121,777	\$ 409,228	
STREETS AND INFRASTRUCTURE FUND				
FY17 Automated Water Meter System	\$ 804,229	\$ 175,457	\$ 804,229	Feb. 2022
Total Streets and Infrastructure Fund	\$ 804,229	\$ 175,457	\$ 804,229	
PUBLIC SAFETY CAPITAL FUND				
FY17 Animal Control Truck	\$ 26,320	\$ 6,850	\$ 24,734	Mar. 2021
FY17 Police Vehicles (5)	203,539	52,966	199,434	May 2021
FY17 Fire Engine Pumper Lease	788,967	99,663	689,307	May 2021
FY18 Self-Contained Breathing Apparatus	250,000	66,603	-	Jun. 2021
FY18 Police Vehicles (2)	83,000	21,696	-	Jun. 2021
FY17 Public Safety Communications System Mobile Units	580,870	126,474	580,870	Nov. 2021
FY17 Public Safety Communications System Infrastructure	521,003	54,393	521,003	Nov. 2029
Total Public Safety Capital Fund	\$ 2,453,699	\$ 428,645	\$ 2,015,348	
TOTAL GOVERNMENTAL	\$ 4,036,953	\$ 725,879	\$ 3,228,805	

Debt Service – Enterprise Funds

ENTERPRISE FUNDS

GLENPOOL UTILITY SERVICES AUTHORITY

	Original Amount	Annual Payment	Balance 7/1/2017	Maturity
2015 Creek County Rural Water District II	1,000,000	125,000	250,000	May 2019
2001 OWRB Loan (ORF-01-0006-CW)	1,361,388	69,365	272,278	May 2021
Series 2010B Utility Revenue Bonds	2,740,000	287,265	2,010,000	Dec. 2025
2011 OWRB Loan (ORF-11-0002-CW)	3,137,186	216,551	2,728,034	Sep. 2032
Series 2010A Utility Revenue Bonds	29,575,000	1,915,103	28,510,000	Dec. 2040
Series 2011 Utility Revenue Bonds	7,315,000	485,355	6,745,000	Dec. 2040
TOTAL ENTERPRISE FUNDS	\$ 45,128,575	\$ 3,098,639	\$ 40,515,312	