

# City Manager's Report

February 3, 2025



# Table of Contents

Executive Summary .....	3
Human Resources .....	6
Finance .....	7
Development Services .....	19
Public Works .....	24
Engineering .....	28
Conference Center/Community Relations .....	33
Economic Development/Grants.....	32
Information Technology Department .....	36
Fire Department .....	37
Police Department.....	38

# Executive Summary

Mayor and Council,

The political process is in full swing everywhere we turn. The filing period is now open for Council seats, the State legislature has a full slate of bills that we are working to stay current on with our partners at the Indians Nations Council of Governments, Oklahoma Municipal Management Services, City Managers Association of Oklahoma and the Oklahoma Municipal League, and the federal government just completed their turnover of power with a new president and congress being sworn in. While there are several bills that have been filed that we will be beneficial for municipalities and which we are support, I firmly anticipate that we will be playing a significant amount of defense this year at the state legislative level as there have been significant numbers of bills filed that could negatively impact municipalities across the state. If you haven't signed up for the legislative update emails from the Oklahoma Municipal League, I would encourage you to do so. They do an excellent job of tracking bills and helping us wade thought the sometimes-hazy pathways that bills will take as they move through the legislature and Governor's office.

As you review the following departmental reports, I hope you take notice of the number of different projects that have been completed, are in progress, and are almost completed. 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.

- Pictured on the cover this month is the swearing in ceremony of our two newest police officers.
- One of our top performing posts this last month on social media was a story of our firefighters and animal control officers rescuing a dog from an icy neighborhood pond. This post also generated enough interest that it was covered by the Tulsa news media.
- The Hwy 75 Project continues to progress at a steady pace. We will continue to see traffic delays and construction-related heartburn throughout the project, but thankfully ODOT and the contractor have been responsive to our needs and requests. The anticipated closure of the center median at 146<sup>th</sup> has not occurred yet, but we do expect to see the crossover close in the future as construction on the bridge progresses. Work has begun on the bridge embankments and sidewalks. Additionally, we are told that the frontage roads will get a milling and overlay just prior to the end of the project.
- We have a groundbreaking for the wastewater treatment facility project on February 5<sup>th</sup> at 10:30AM.
- After interviews with the top five firms on the Elwood Widening Project, staff have selected our top



candidate and will begin negotiations with them on contract terms. Assuming we can negotiate acceptable terms, we anticipate presenting this contract to Council for consideration at a meeting soon.

- We are down to 87 available lots across the city in our platted neighborhoods. Assuming we continue to build at the same pace as last year, we have about 15 months of lot inventory. Staff continue to discuss potential plans with two other development groups that have shown interest in the City, but we do not have any plans in progress at this time. We have one other neighborhood in development, Scissortail Phase 2, but construction has not moved forward given the lawsuit currently being pursued by adjoining property owners.
- The disc golf course clearing and preparation is underway for opening later this spring or early summer. We are also evaluating the potential of hosting a small tournament at the Dawes property using temporary tees. I expect to have potential course names submitted to Council in the coming weeks for your consideration.
- Our total number of vacancies continue to hold steady, although we have seen an increase in applications in recent weeks. We are still seeing a weak market for communications officers with the Police Department and may have to look at options for how to keep these positions filled. Additionally, the software that Human Resources uses to track open positions and advertise them on the web and other places online was switched to a new company earlier this month. Our former partner closed their software service necessitating the switch. So far, although we have experienced a few glitches as part of the startup, we seem to be experiencing higher candidate submittal rates over the last couple of weeks. We will keep an eye on this trend to see if it continues across the board or just within certain departments or specific positions.
- After an amazing sales tax report in January, the February report showed us down just over 4% as compared to 2024. We are still up for the year on sales tax and our general fund budget overall, but we are not experiencing the significant increases that we have seen over the past several years.
- Lea Ann Reed, Joe Wuest and I attended the City Manager's Association Winter Conference in Edmond on January 22-24. I was privileged to moderate a panel discussion on "Line of Duty Deaths" and to speak as part of a panel



discussion on “Dealing Effectively with Rural Water Districts”.

- Joe Wuest and I attended ICSC Red River in Dallas on January 29-31.
- Lea Ann Reed attended OML’s Community Leadership Class with Mayor Calvert in Enid on January 30<sup>th</sup> and 31<sup>st</sup>. This is the second in a series of ongoing classes for this program.
- Upcoming Community Events/City Holidays:
  - President’s Day: February 17<sup>th</sup>

As you can see from this report and the few key items I have highlighted in this summary, our team is busy across all of our departments. We believe that our role in “creating a culture of trust” is about doing the best we can each day to make this City a beautiful and vibrant place to live and raise families. We also know that we cannot accomplish this goal by ourselves, but only through partnerships with the Council, other organizations and the public at large. Our desire is to “create WOW moments” that inspire others to get involved in this amazing community. One of my inspirations has always been being able to witness the longevity and deep dedication our team members bring to the workplace and this amazing community. Pictured below are several of our team members that were recognized for their many years of service by the Oklahoma Municipal League and you, the City Council, during our last Council meeting. Thank you for honoring these individuals and recognizing the contributions to Glenpool.

“Always treat your employees exactly as you want them to treat your best customers.” - *Stephen R. Covey*

David



# Human Resources

## Open Positions

We currently have 13 open positions. These vacancies include those new positions approved in the FY2024-2025 budget.

- Development Services: 1 Position
  - Administrative Assistant – Advertised
- General Government: 1 Position
  - Deputy City Clerk/Administrative Assistant
- Police Department: 4 Positions
  - Police Officer (1)
  - Dispatch: (3) - Advertised
- Public Works: 6 Positions
  - Landscape Manager (1)
  - Streets and Parks Laborer (1)
  - Water and Sewer Laborer (1) - Advertised
  - Seasonal Streets and Parks Laborers (3)
- Utility Billing: 1 position
  - Pt Utility Billing Clerk - Advertised

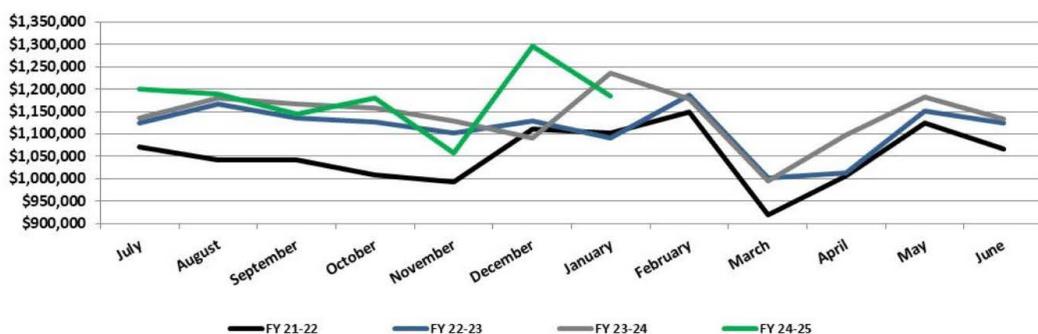
# Finance

## SALES TAX

FY 24-25 Combined Sales Tax for all funds in January totaled \$1,183,889, 4.24% lower than FY 23-24 revenues for the same period. Further details on January financial results will be reported next month after the accounting period is closed.



Sales Tax Revenue by Month  
FY 24-25 Actual Compared to Previous 3 Fiscal Years Actual



## GENERAL FUND REVENUES

FY 24-25 General Fund revenues through December totaled \$8,366,688 which is \$202,053, or 9.81%, higher than FY 23-24 revenues for the same period. Year-to-date revenues are \$746,450 above budget.



## GENERAL FUND EXPENDITURES

FY 24-25 General Fund expenditures through December totaled \$7,656,722, or \$67,260 (0.9%) higher than FY 23-24 expenditures through the same period. These expenditures were 10.3% under budget year-to-date.

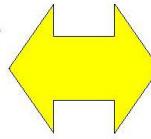


### REPORT LEGEND

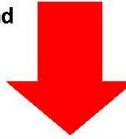
Better Than  
Expected



Expected, or  
Minor  
Variance



Monitor and  
Consider  
Taking  
Action



## SALES TAX REVENUES—ALL FUNDS

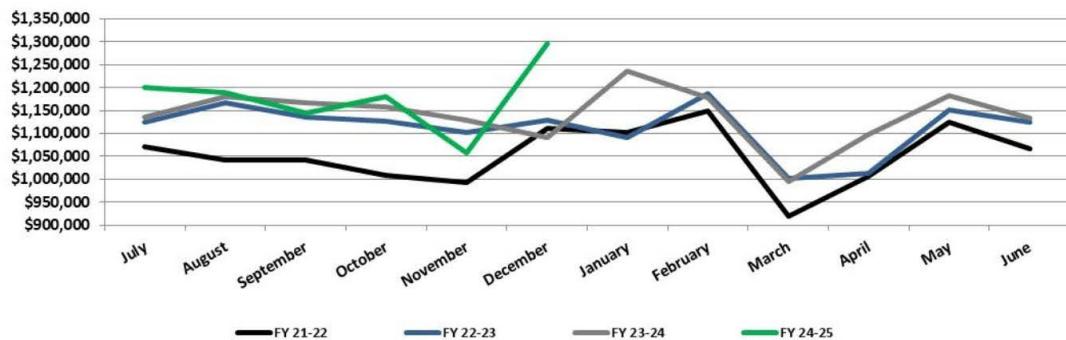


FY24-25 Sales Tax collections year-to-date through December were 2.0% above budget, and 3.1% higher than FY23-24 collections for the same period.

MONTH	COMPARISON TO BUDGET			COMPARISON TO PRIOR YEAR			PERCENTAGE	
	BUDGET	FY 24-25 ACTUAL	AMT INC/(DEC)	FY 24-25 ACTUAL	FY 23-24 ACTUAL	AMT INC/(DEC)	INC(DEC) BUDGET	INC(DEC) PRIOR YR
July	\$ 1,146,098	\$ 1,200,807	\$ 54,709	\$ 1,200,807	\$ 1,134,751	\$ 66,057	4.8%	5.8%
August	\$ 1,191,491	1,189,253	(2,238)	1,189,253	1,179,694	9,559	-0.2%	0.8%
September	\$ 1,179,101	1,145,631	(33,470)	1,145,631	1,167,426	(21,796)	-2.8%	-1.9%
October	\$ 1,168,926	1,181,483	12,557	1,181,483	1,157,352	24,130	1.1%	2.1%
November	\$ 1,140,169	1,056,590	(83,579)	1,056,590	1,128,880	(72,290)	-7.3%	-6.4%
December	\$ 1,102,348	1,295,899	193,551	1,295,899	1,091,433	204,466	17.6%	18.7%
January			-			-		
February			-			-		
March			-			-		
April			-			-		
May			-			-		
June			-			-		
<b>TOTAL</b>	<b>\$ 6,928,133</b>	<b>\$ 7,069,663</b>	<b>\$ 141,530</b>	<b>\$ 7,069,663</b>	<b>\$ 6,859,536</b>	<b>\$ 210,126</b>	<b>2.0%</b>	<b>3.1%</b>

Y-T-D Budget \$ 6,928,133	Prior Year \$ 6,859,536
Y-T-D Actual 7,069,663	Y-T-D Actual 7,069,663
Y-T-D Variance 141,530	Y-T-D Variance 210,126
Y-T-D % Var 2.0%	Y-T-D % Var 3.1%

**Sales Tax Revenue by Month**  
**FY 24-25 Actual Compared to Previous 3 Fiscal Years Actual**



## GENERAL FUND REVENUES

	YTD FY24-25 Budget	YTD FY24-25 Actual	Budget Over/(Under)	YTD FY23-24 Actual
Sales Tax	\$ 4,075,300	\$ 4,158,375	\$ 83,076	\$ 4,034,951
Dedicated Tax	1,358,433	\$ 1,386,361	27,928	1,344,984
Use Tax	584,302	\$ 702,255	117,953	657,265
Franchise Tax	264,583	\$ 295,206	30,623	326,313
Other Taxes	57,083	\$ 100,476	43,392	66,035
Licenses & Permits	32,750	\$ 22,933	(9,817)	27,431
Charges for Services	140,737	\$ 170,658	29,921	103,863
Intergovernmental	133,933	\$ 197,800	63,867	196,897
Fines & Forfeitures	83,542	\$ 115,193	31,652	93,085
Investment Income	120,999	\$ 214,627	93,628	322,040
Miscellaneous	18,575	\$ 102,803	84,228	91,772
Transfers	750,000	900,000	150,000	900,000
<b>Totals</b>	<b>\$ 7,620,237</b>	<b>\$ 8,366,688</b>	<b>\$ 746,450</b>	<b>\$ 8,164,635</b>

**Over (Under) Budget year to date:** **9.8%**

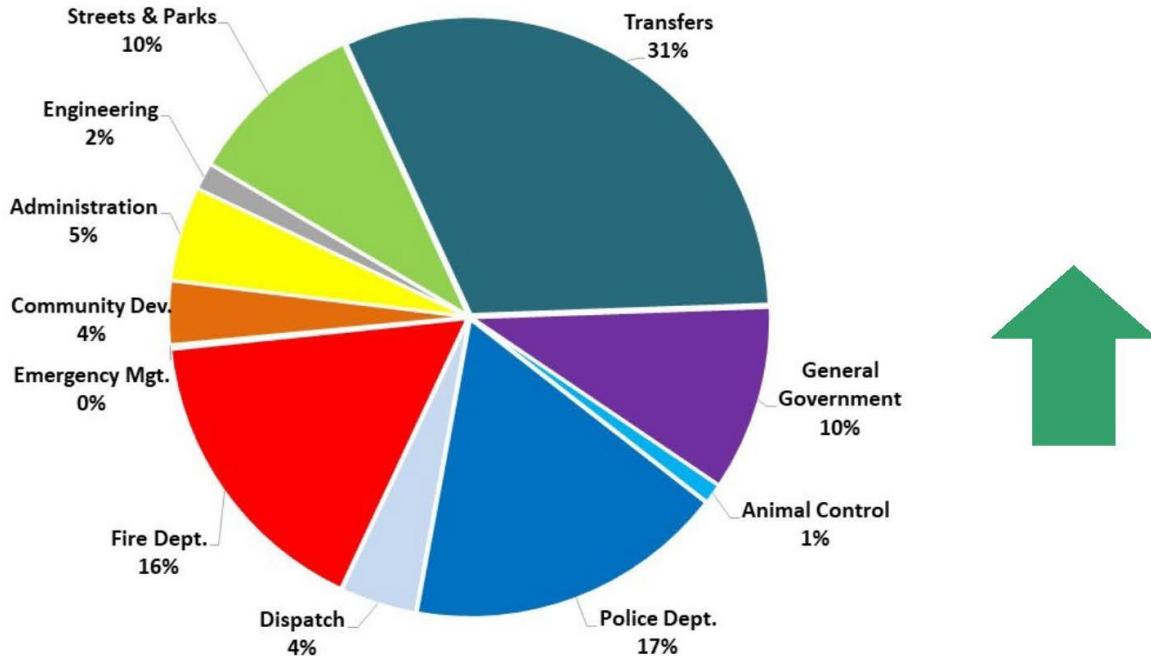
**Increase (Decrease) over prior year:** **2.5%**



# GENERAL FUND EXPENDITURES BY DEPARTMENT

DEPARTMENT	YTD FY24-25 Budget	YTD FY24-25 Actual	Budget Under/(Over)	YTD FY23-24 Actual
General Government	\$ 891,795	\$ 768,561	\$ 123,234	\$ 720,225
Animal Control	86,244	80,317	5,926	75,369
Police Dept.	1,390,378	1,327,318	63,060	1,232,886
Dispatch	356,382	314,343	42,039	282,881
Fire Dept.	1,438,286	1,253,570	184,717	1,170,309
Emergency Mgt.	56,750	12,936	43,814	50,478
Community Dev.	299,982	261,906	38,075	357,663
Administration	518,553	390,563	127,990	284,055
Engineering	195,454	110,152	85,302	5,545
Streets & Parks	943,843	741,194	202,649	1,164,898
Transfers	2,355,312	2,395,863	(40,551)	2,245,155
<b>Totals</b>	<b>\$ 8,532,976</b>	<b>\$ 7,656,722</b>	<b>\$ 876,254</b>	<b>\$ 7,589,463</b>
Under (Over) Budget year to date:			10.3%	
Increase over prior year:			0.9%	

General Fund YTD Percent Expenditures by Department



## GLENPOOL UTILITY SERVICES AUTHORITY REVENUES YEAR-TO-DATE

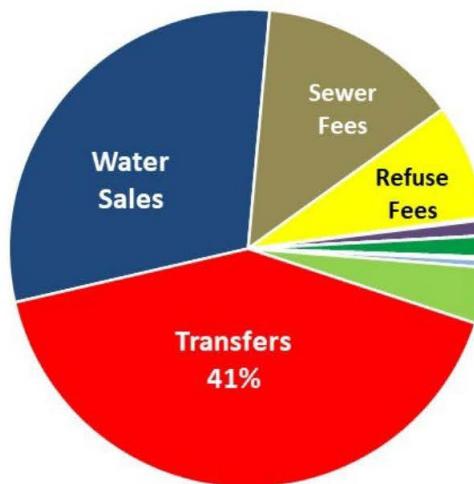
	YTD FY24-25 Budget	YTD FY24-25 Actual	Budget Over/(Under)	YTD FY23-24 Actual
Water Sales	\$ 1,545,171	\$ 1,662,414	\$ 117,243	\$ 1,568,346
Sewer Fees	726,924	755,353	28,429	723,470
Refuse Fees	431,022	431,269	247	422,087
Solid Waste Mgt Fee	11,000	10,181	(819)	10,033
Storm Water Mgt Fee	59,000	58,332	(668)	57,498
Water/Wastewater Fee	2,500	1,676	(824)	2,878
Misc Fees/Other	74,500	77,512	3,011	81,390
Taps	28,500	10,200	(18,300)	26,200
CCRWD 2	16,750	29,336	12,586	17,457
Investment Income	45,108	210,053	164,945	202,219
Transfers	2,255,312	2,286,361	31,049	2,245,155
<b>Totals</b>	<b>\$ 5,195,786</b>	<b>\$ 5,532,686</b>	<b>\$ 336,900</b>	<b>\$ 5,356,733</b>

**Over (Under) Budget year to date:** 6.5%

**Increase over prior year:** 3.3%

### GUSA YTD Revenues by Type

- Water Sales
- Sewer Fees
- Refuse Fees
- Solid Waste Mgt Fee
- Storm Water Mgt Fee
- Water/Wastewater Fee
- Misc Fees/Other
- Taps
- CCRWD 2
- Investment Income
- Transfers



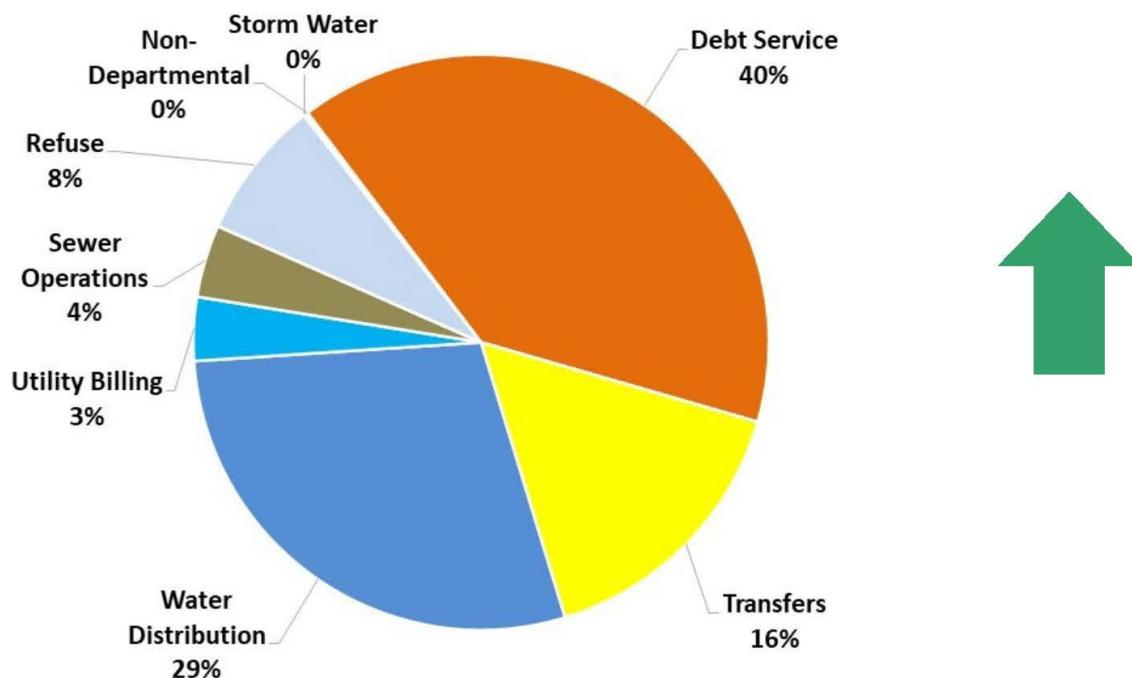
## GLENPOOL UTILITY SERVICES AUTHORITY EXPENSES YEAR-TO-DATE

DEPARTMENT	YTD FY24-25	YTD FY24-25	Budget	YTD FY23-24
	Budget	Actual	(Over)/Under	Actual
Water Distribution	\$ 1,919,997	\$ 1,632,047	\$ 287,949	\$ 1,834,592
Utility Billing	213,718	203,554	10,164	198,560
Sewer Operations	365,722	232,126	133,596	382,241
Refuse	415,650	445,999	(30,349)	412,939
Storm Water	93,500	8,788	84,712	-
Non-Departmental	4,630	5,198	(569)	4,441
Debt Service	2,262,488	2,262,488	0	2,244,147
Transfers	900,000	900,000	-	900,000
<b>Totals</b>	<b>\$ 6,175,704</b>	<b>\$ 5,690,201</b>	<b>\$ 485,503</b>	<b>\$ 5,976,920</b>

**Under (Over) Budget year to date:** 7.9%

**Increase over prior year:** -4.8%

**GUSA YTD Percent Expenditures by Department**



# FUND DASHBOARD

FUND	REVENUES	EXPENDITURES	CHANGE IN FUND BALANCE
GENERAL FUND	\$8,366,688	\$7,656,722	\$709,966
GLENPOOL UTILITY SERVICES AUTHORITY FUND	\$5,532,686	\$5,690,201	<\$157,515>
GLENPOOL INDUSTRIAL AUTHORITY FUND	\$449,951	\$382,853	\$67,098
STREETS & INFRASTRUCTURE FUND	\$513,233	\$290,314	\$222,919
PUBLIC SAFETY CAPITAL FUND	\$418,736	\$482,517	<\$63,781>
PUBLIC SAFETY PERSONNEL FUND	\$884,964	\$843,451	\$41,513
CAPITAL FUND	\$64,440	\$123,513	<\$59,073>
ARPA FUND	\$1,338,985	\$1,041,990	\$296,995
PARKS AND RECREATION FUND	\$11,437	\$3,495	\$7,942
HOTEL FUND	\$149,721	\$134,793	\$14,928

# Development Services

Listed below are current development related activities within the City of Glenpool **through the month of January 2025**. 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 proposed 2,672 sf office building located 459 E 151<sup>st</sup> S. The existing single-family residence will be converted into an office building.
2. **Brown Veterinary Clinic – S75 Business Park** – A proposed Veterinary Clinic located at the southeast corner of W 161<sup>st</sup> St. S and S Broadway St.

## Commercial/Industrial Occupancy Permits Issued in January 2025:

1. **Fear the Lamb (Small Warehouse)** – 14020 S Peoria Ave Ste# 100 & 102
2. **Black Mirror Tintin (Window Tinting and Wraps)** – 14060 S Peoria Ave. Ste# 110
3. **Personal Office (Personal Use)** – 14060 S Peoria Ae Ste# 114

## Earth Change Permits Issued:

1. **Eagle I Investments (The Lakes at Twin Mounds Commercial)** – Southwest corner of W. 161<sup>st</sup> 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 166<sup>th</sup> 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. **146<sup>th</sup> and Vancouver Commercial:** An earth change permit for future commercial uses.
5. **146<sup>th</sup> and Vancouver:** ODT staging and storage area for the US75 improvement project.

## 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	1	72	5
3	Scissortail	88	4	63	21
4	Redbud Glen	74	7	29	38
5	Twin Ponds	25	1	2	22
	<b>Totals</b>	<b>349</b>	<b>14</b>	<b>248</b>	<b>87</b>

## Planning Applications Under Review:

- 1. Annexation(s): No New Applications**
- 2. Comprehensive Plan Amendment(s): No New Applications**
- 3. Zone Amendment(s): No New Applications**
- 4. Planned Unit Development (PUD): Elm Pointe PUD 44** – A PUD application to allow additional uses within the Elm Pointe Business Park located at the northwest corner of E 141<sup>st</sup> Street South and South Peoria Ave. El Pointe Business Park is zoned CS (Commercial Shopping).
- 5. Subdivision Plat(s):**
  - 1. The Lakes at Twin Ponds** – A Preliminary Plat to subdivide a 94.0918-acre site into two-hundred and fifty-one (251) lots in nine (9) blocks and seven (7) reserve areas. The subject site is generally located on the south side of W 161<sup>st</sup> S and west of US75.
  - 2. Scissortail 2** – A Preliminary Plat to subdivide an approximately 38.33-acre site into one-hundred twelve (112) residential lots and three (3) reserve areas. The subject site is located east of E. 148<sup>th</sup> St. S and north of S. Poplar St.
- 6. Lot Split Application(s): No New Applications**
- 7. Site Plan Application(s): State Farm Office – Marvin Manns** – A Site Plan review of a proposed office building located at 201 E 141<sup>st</sup> 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 181<sup>st</sup> 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. 149<sup>th</sup> 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 – February 10, 2025**

**None**

### **Items Scheduled for Planning Commission Meeting – February 10, 2025**

**None**

## Current Residential and Commercial Building Permit Statistics

New Residential Permits Issued <b>January 2025</b>	<b>4</b>
New Commercial Permits Issued <b>January 2025</b>	<b>0</b>
Current Active Residential Permits	<b>26</b>
Current Active Commercial Permits	<b>3</b>
Residential Permits thru <b>January 2024</b>	<b>5</b>
Residential Permits thru <b>January 2025</b>	<b>4</b>
Commercial Permits thru <b>January 2024</b>	<b>0</b>
Commercial Permits thru <b>January 2025</b>	<b>0</b>
Assessment Letters Issued in <b>January 2025</b>	<b>0</b>
<b>Total Assessment Letters Issued in 2025</b>	<b>0</b>

## Code Enforcement Activity for January 2025

ACTIVITY DESCRIPTION:	Totals			
Complaints received and investigated <b>Year to Date</b>	<b>15</b>			
Open public nuisance cases through <b>January 2025</b>	<b>11</b>			
CODE ENFORCEMENT CASES	Oct 2024	Nov 2024	Dec 2024	Jan 2025
	<b>47</b>	<b>82</b>	<b>82</b>	<b>49</b>
High grass:	5	2	-0-	-0-
Fire damaged structures:	-0-	-0-	-0-	-0-
Illegally parked vehicles:	1	3	2	1
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:	33	64	46	30
Damage to public facilities citations:	-0-	-0-	-0-	-0-
Excessive trash & debris notices:	5	7	3	1
Dilapidated structures/property notices:	-0-	-0-	-0-	-0-
Trash can/receptacle placement notices:	-0-	-0-	-0-	2
Building demolition & removal:	-0-	-0-	-0-	-0-
Inoperable/abandoned vehicles:	2	3	3	-0-
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	-0-	2	-0-	-0-
Stagnant water causing mosquito issues:	-0-	-0-	-0-	-0-
Pest issue:	-0-	1	-0-	-0-
Dilapidated fencing:	1	-0-	-0-	-0-
Noxious odor:	-0-	-0-	-0-	-0-

# Public Works

The following details of all work completed between December 27, 2024 – January 24, 2025

## Administration

- Assisted Beth Miller with 2 KOB grants for beautification within town
- Registered the City for the Great American Cleanup with Keep Oklahoma Beautiful
- Participated in GIS training with CoG Engineering Department
- Set initial events list for the 2025 calendar year.
- Assisted Beth Miller with Oklahoma Tourism & Recreation Grant Application

## Streets

- Crack sealed – NA
- Filled potholes - Misc around town
- Fixed downed streets signs –
  - 146<sup>th</sup> & Yukon – street name sign
  - 151<sup>st</sup> & Peoria – speed limit
- Cleaned storm drains – NA
- Picked up trash around town.
- Weeded – NA
- Un-installed Holiday lights along 141<sup>st</sup>.
- Removed leaves for 5 days in Kendalwood North
- Salted, sanded, and plowed during snowstorms.
- Removed salt/sand from Public Safety, Utility Billing, City Hall & Senior Center
- Cleared ditches along 126<sup>th</sup> west of US-75
- Assisted disc golf course volunteers by supplying water tank for concrete
- Set a temporary stop sign at 151 and Peoria until ODOT could replace downed stop sign
- Parts for 126<sup>th</sup> bridge were ordered but manufactured sent wrong size.

## Parks

- Black Gold
  - Contractor un-installed Holiday lights
  - Removed Christmas trees, will chip at a later (warmer) date.
- Kendalwood North
  - Planted and watered 19 trees in the park over 2 days
- Morris
  - Picked up donated utility poles from PSO and delivered to park
  - Delivered concrete and water for course build

- Chipped trees left by disc golf volunteers
- Picked up trash and emptied trash cans daily at all city parks.
- Planted and watered 11 trees at Utility Billing

### **Facilities Maintenance**

- Installed protective devices for city hall loading dock door sensors
- Light Check at City Hall
- Repaired wall in CM's office where paint was ripped off from removed dry erase board
- Got all surplus vehicles running to go to auction.
- Repaired Community Service water heater
- General Maintenance at City Hall.
- Repaired heater at Animal Control
- Cleaned and tested 1122A pool weekly

### **Wastewater Treatment Plant:**

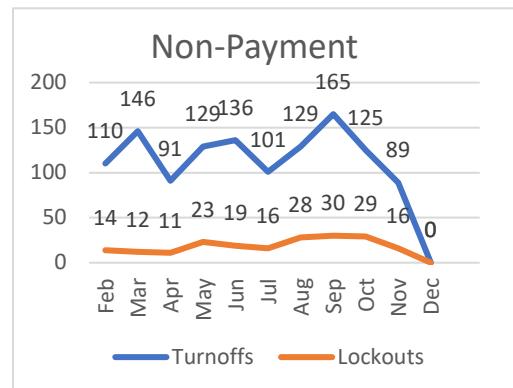
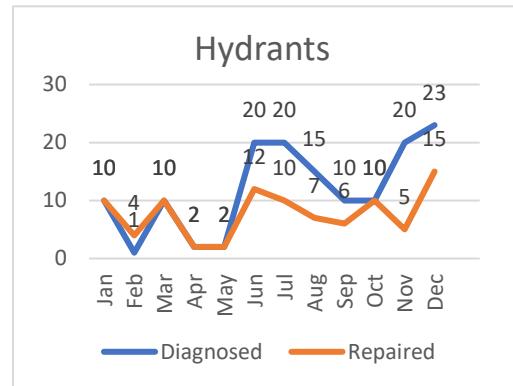
- Daily calibration and testing performed (CL, DO, pH)
- Daily readings performed.
- Daily flow monitoring performed.
- Daily addition of chemicals to lagoon
- Weekly Biological Oxygen Demand and Total Suspended Solids samples to Green Co. Testing
- Mowed, weeded, and sprayed (where needed)
- Vehicle and equipment maintenance performed.
- Using Hydrogen Peroxide at 10 gpd to reduce odor and raise DO
- Running two 4" Venturi pumps as needed to raise DO in lagoon
- The effluent meter is non-operational. Parts have arrived, but waiting on tech to install
- Blower status:
  - Blower 1: non-operational... needs motor & blower and will remain offline
  - Blower 2: Blower has been taken in for repairs
  - Blower 3,4: functional, 4 will be serviced soon for alignment issues.
- OG&E has replaced most of the poles leading to the plant ahead of the new build.

### **Lift Stations:**

- Inspected all lift stations
  - Cleaned floats
  - Repaired fencing and prepped for latch replacement on many stations.
  - Mowed, weeded, and sprayed all stations
- Assisted WWTF operator with daily tasks
- Hickory pump #1 has been rewired to 220VAC 3P and VFD programmed appropriately.
  - Pump #2 and spare are being rewired and will be on site within the month
- Bypass pump has an issue and needs to be taken in for repair.

## Distribution:

- 307 Utility locates
- 78 service orders completed for the utility office
- 0 turn offs for non-payment – NONE due to Christmas
- 0 lock outs for non-payment – NONE due to Christmas
- Performed monthly meter reads with 17 bad registers
- 3 leaks repaired (1 major, 2 minor, 1 pending)
- 5 meter(s) set (5 residential, 0 commercial)
- 2 pending meter sets (0 residential, 2 commercial)
- Bi-weekly water samples taken and PASSED
- Mowed, weeded, and sprayed (where needed) at water towers and booster stations
- Cleaned and serviced vehicles and equipment
- Jetrodded 2 possible sewer backup(s) (1 on city side, 1 on customer side)
- Diagnosed 23 hydrants, put 15 back in service and ordered parts for all others.
- Repaired 0 Sewer Manholes
- Booster Pump station on US75 at 131<sup>st</sup> 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.
- Meter pilot program began Sept 20<sup>th</sup>. 2 vendors supplied 10 meters each to provide us a pilot on what meters we will move forward with to replace our aging and failing meters.
- NEW SCADA system is set to be installed by the end of February



## Community:

Assisted GHS in trash clean up at Morris Park



## Disc Golf Course - UPDATE

More progress has been made by the team of volunteers at Morris Park. Tee pads #2 and #4 need to have some reinforced walls built as both are on the side of a hill. With utility poles donated from a volunteer's place of business, volunteers cut up the poles and set the smaller sections into the dirt, and set them with concrete.



## New Generac 75kVA Portable Generator

Public Works took ownership of this beautiful portable genset. This device will be able to fully power any of the smaller lift station that currently do not have a generator on site. The larger stations could also be powered by this unit, but not with all pumps running. This, coupled with some bypass pumps, give staff some breathing room with it comes to power issues in town.

This unit is capable of 120/240V 1P, 120/240V 3P, 120/208V 3P, or 277/480V 3P, giving us the needed flexibilty to be compatible with our various power needs at our lift stations.

The next step is to equip all the smaller lift station with quick connect points that will allow staff to lockout line power, plug in the genset, and power up the lift station all without rewiring anything or needing an electrician.

We are excited to have this tool in our toolbox but we hope to never use it except for testing purposes. :)



# Engineering

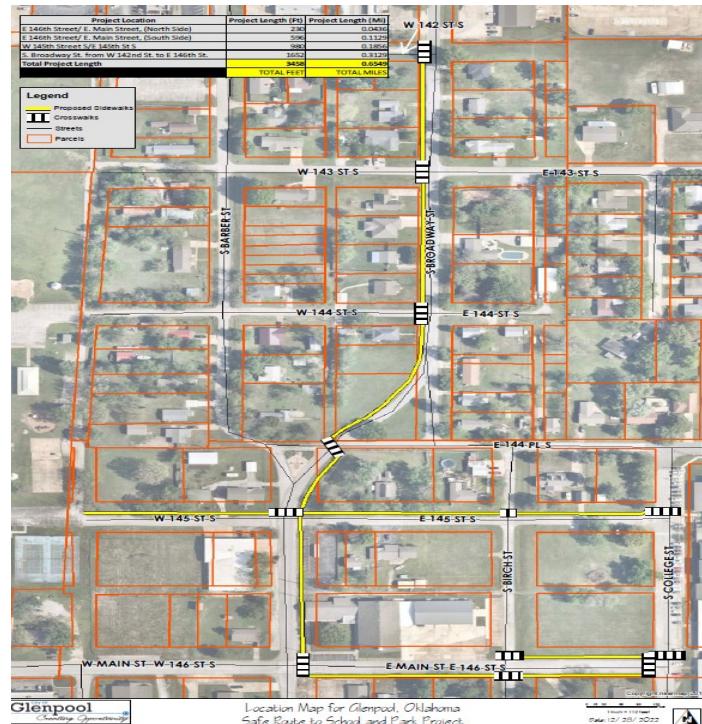
## Introduction

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.

- Total cost: \$1,202,760 (City match: \$240,552 - paid).
- Kimley Horn was selected as the consultant.
- Awaiting Notice to Proceed.



### Elwood Ave. Widening from 151<sup>st</sup> – 137<sup>th</sup> Street, State JP#36939(05)

Expands 1.42 miles from two to four lanes, improving pavement, traffic flow, safety, and aesthetics.

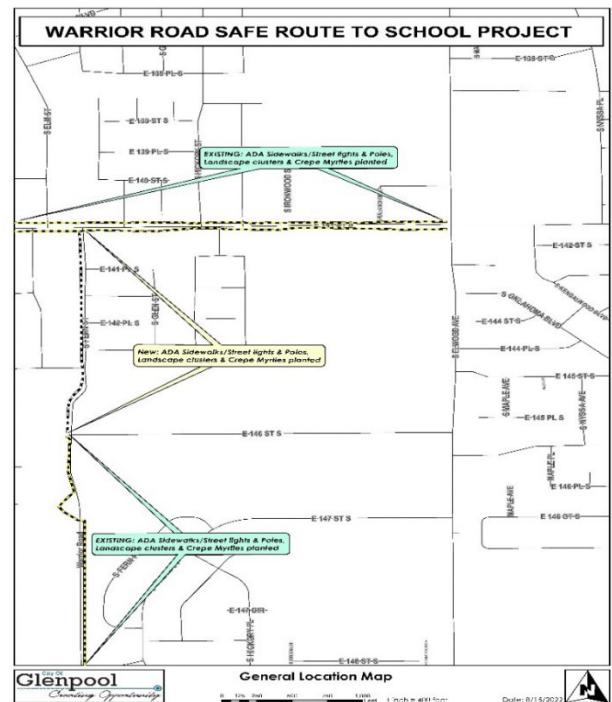
- STP grant: \$902,880 (City match: \$225,720 - paid).
- RFQ issued November 19, 2024; responses received from 10 firms by December 17, 2024.
- Qualification-based selection is in progress.



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

The Warrior Road Project aims to construct a sidewalk from 146th to 141st Street, covering survey, environmental, geotechnical, and engineering studies, culminating in final design and project plans.

- Urban Funding Agreement received from ODOT.
- Kimley Horn was selected as consultant.
- City match: \$119,920 - paid.
- Awaiting Notice to Proceed.



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

Construction of 2 miles of sidewalks linking Glenpool School to the Glenpool Community Center along 146<sup>th</sup> street, Elwood Avenue, 141<sup>st</sup> street and Peoria Ave. Project includes installing decorative lighting along 141<sup>st</sup> street.

- Final plans and estimates received; under final review with ODOT.
- Transportation grant: \$550,800 (City match: \$137,700).
- Additional funding needed; applied for 2024 INCOG TAP grant.

The estimate for this project is summarized below:

Project	Description	Estimate
Base Bid	E 141 <sup>st</sup> Street North Side: Between Elwood Ave and Peoria Ave. S Peoria Ave: Between E 141 <sup>st</sup> St & Recreation Center	\$624,323.82
Add Alternate 1	E 141 <sup>st</sup> 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 <sup>th</sup> Pl	\$108,849.24
Add Alternate 3	E 146 <sup>th</sup> St: Between Warrior Road & S Elwood Ave. S. Elwood Ave: Between E 146 <sup>th</sup> St & E. 141 <sup>st</sup> St	\$998,925.36

SH67/151<sup>st</sup> Corridor Study

- Final report adopted by City Council (September 2023).

US 75/141<sup>st</sup> Bridge Project

This project constructs a bridge on US-75 over 141<sup>st</sup> Street, providing frontage roads and signalization.

- Estimated duration: 315 days.
- Project cost: \$27.5M; lowest bid: \$31.4M (Sherwood Construction Co.).
- Currently under construction.



# STATE HIGHWAY 67 CORRIDOR STUDY

## Rolling Meadows Stormwater

This project aims to address surface water runoff issues affecting residents of Rolling Meadows near Taylor's Pond Subdivision.

- Crafton, Tull & Associates selected for design (30% design plans received).

## Community Development Block Grant

- FY2024 grant: \$120,143 for Glen Village Addition II improvements (stormwater, sinkhole, and street repairs).
- Next step: Develop design and specifications.



## 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 an agreement with INCOG on February 21<sup>st</sup>, 2024, to update the City bicycle/pedestrian plan. The selected consultant is RDG-Garver LLC.

- Project is underway.

## **GIS Management**

- Garver selected GIS data collection services, as (Work Order #2).
- Interactive utility map complete; updates in progress.
- Council Districts and Zoning Maps underway.
- Conducted GPS training for Public Works staff.

## **Stormwater Management**

- Completed Longhorn stormwater improvement project.
- Issued 1 notice of violation.

# Conference Center/Community Relations

This report highlights the activities of the Community Relations Department and the Conference Center for January.

## Social Media Monthly Stats:

Account	Audience	New Audience	Published Posts	Impressions	Engagements
City	8,274	54	31	103,431	20,722
Conference Center	2,265	5	14	23,964	103
Police Department	2,016	150	10	32,832	4,113
Animal Control	9,859	37	37	108,437	16,971

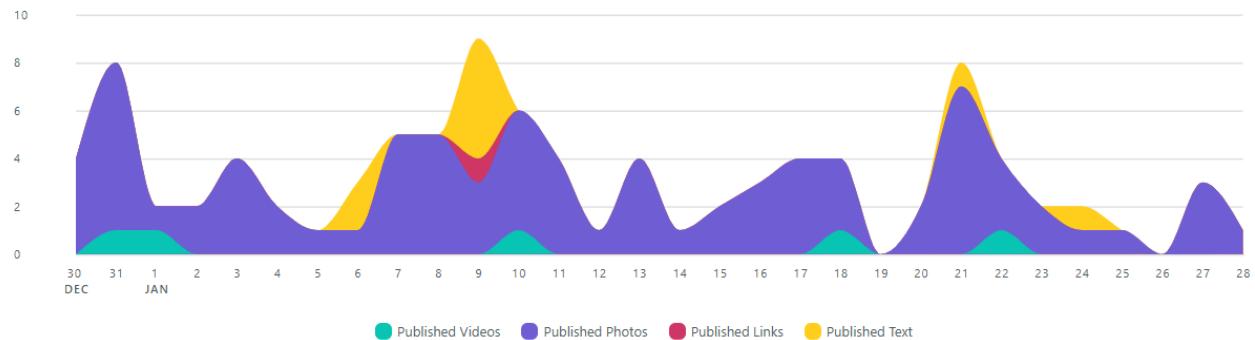
## Top Social Media Posts for December:

Post 1	Post 2	Post 3	Post 4	Post 5
Great job, GPD!!	Thank you, Mark Allen Chevrolet, for your continued support of our first responders! Mark Allen Zoja Allen	UPDATE 5:17pm: Elwood is back open in both directions. 4:01pm: Elwood is closed between 121st and 131st right now because...	We're thrilled to announce that the City of Glenpool was recently honored with two prestigious awards at the Environmental...	A huge thank you to our incredible employees for their hard work and creativity in decorating the City of Glenpool Christmas...
				
Total Engagements: 1,463	Total Engagements: 649	Total Engagements: 540	Total Engagements: 280	Total Engagements: 299
Reactions: 215	Reactions: 122	Reactions: 25	Reactions: 72	Reactions: 67
Comments: 28	Comments: 4	Comments: 6	Comments: 5	Comments: 2
Shares: 7	Shares: 1	Shares: 14	Shares: 18	Shares: 2
Post Link Clicks: —	Post Link Clicks: 2	Post Link Clicks: —	Post Link Clicks: —	Post Link Clicks: —
Other Post Clicks: 1,213	Other Post Clicks: 529	Other Post Clicks: 495	Other Post Clicks: 185	Other Post Clicks: 138

Note: The top post for the month had over 45,000 views and was featured on FOX23 News.

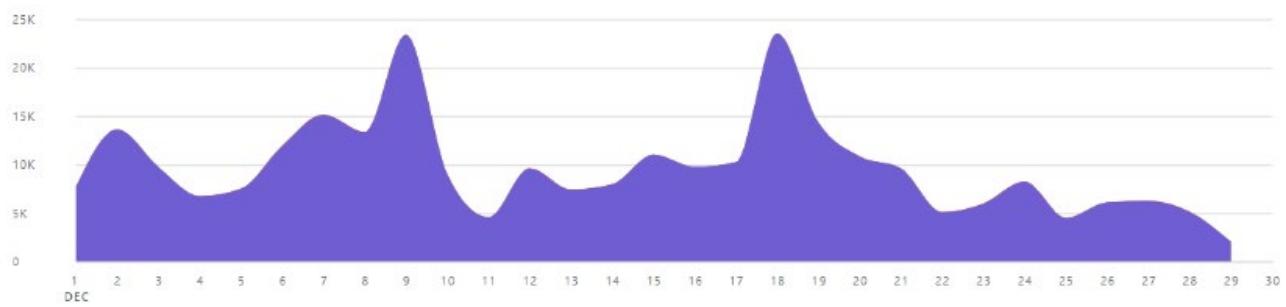
## Publishing Behavior

View the different types of posts you published during the selected time period.



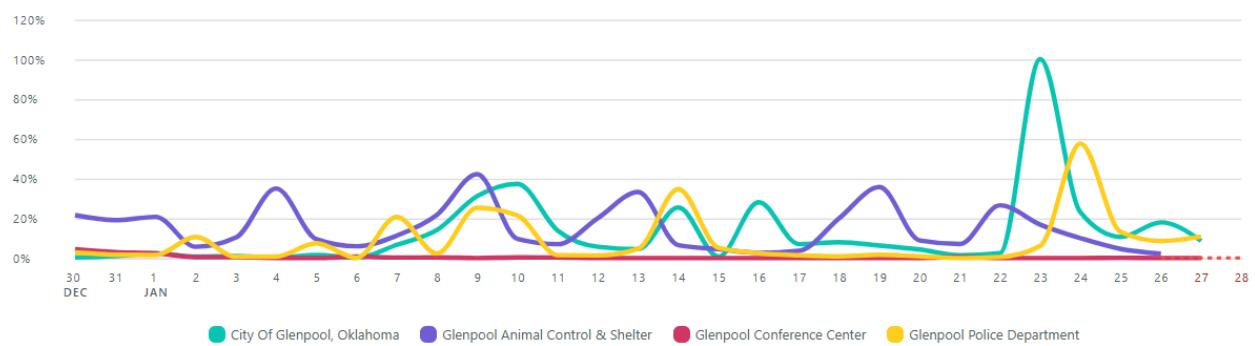
## Impressions

Review how your content was seen across networks during the selected time period.



## Engagement Rate

See how engaged people are with your posts during the selected time period.



## Conference Center

January is traditionally a slower month for the Conference Center, but it was still a productive and successful period for hosting events. A total of 14 events were held, demonstrating a diverse mix of activities and client needs. In addition to hosting events, the Glenpool Conference Center participated in the Tulsa Wedding Show this month. The event was a success, with a good turnout and notable interest in our venue. We have already observed some traction from this effort, with inquiries and leads beginning to emerge from the show

### EVENTS TO HIGHLIGHT

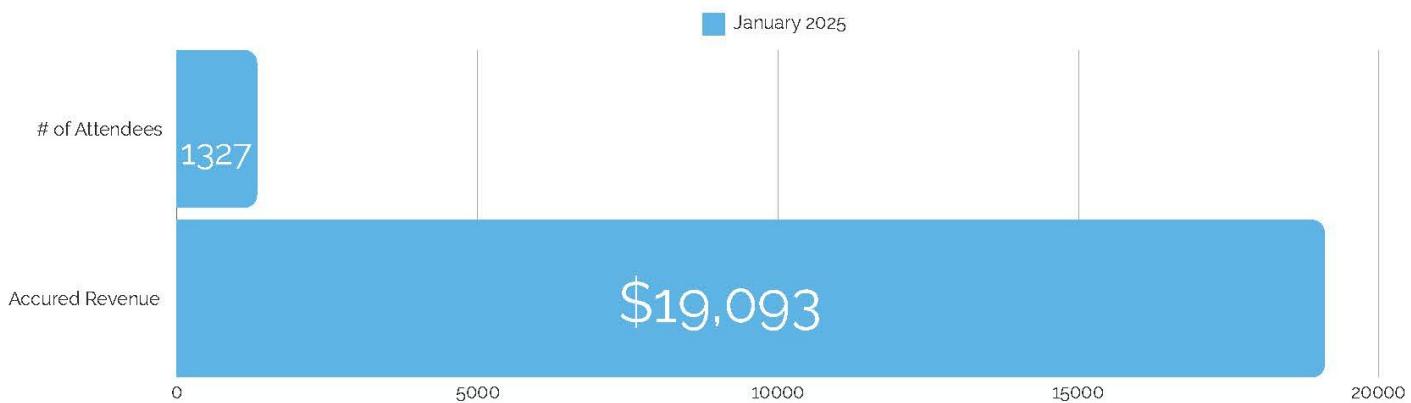
#### **Immersible Memories Scrapbooking**

- The "Cropping in Coop" event brought over 130 attendees from across the United States to the conference center for a multi-day celebration of creativity. Participants engaged in scrapbooking, sewing, and various crafting activities, filling the venue with energy and enthusiasm. This highly successful event not only showcased the versatility of our facility but also highlighted our ability to host large, specialized gatherings. We're thrilled to welcome them back in just a few months!

#### **Native American Sweetheart Market**

- This special event celebrated Native American culture and craftsmanship, featuring local artisans and vendors offering unique, handcrafted items. The market provided the community an opportunity to shop for meaningful gifts while supporting Native American artists and small businesses. The event was a vibrant showcase of cultural heritage and creativity, adding a distinct charm to our January lineup.

While January marked a slower season overall, the Glenpool Conference Center maintained its momentum by hosting a diverse array of events and pursuing proactive marketing efforts. The participation in the Tulsa Wedding Show positions us for continued growth and success in the coming months.

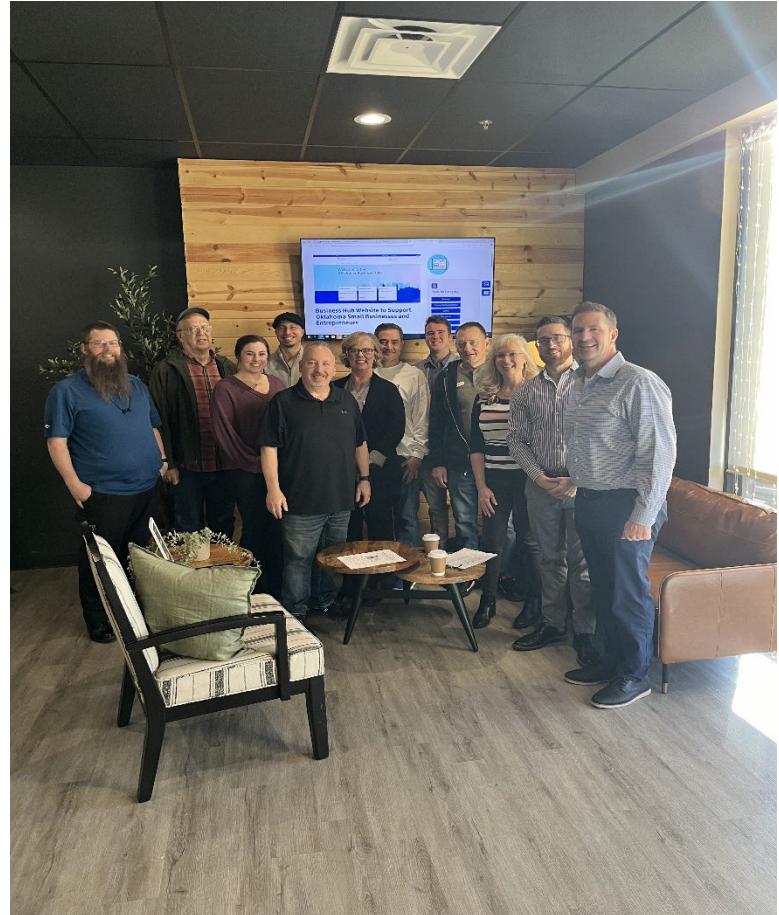




# Economic Development/Grants

## Economic Development

- Business, Retention, & Expansion (BR&E)
  - Morning BRE: The Glenpool Chamber of Commerce, in partnership with the Economic Development Department and Keller Williams, hosts monthly gatherings for local businesses, offering coffee and resources. These gatherings have returned to their original schedule, now held on the third Thursday of each month from 7:30 a.m. to 9:00 a.m. The January meeting was held on the 23<sup>rd</sup> at Roast House Coffee. We had 14 attendees. In addition to providing some engaging relationship building activities, we were able to share about the new business support website from the Commerce Department and free AI training opportunities through Google.



- Oklahoma Innovation Expansion & Other Commerce Incentives
  - We have begun visiting Glenpool businesses to share information about the Oklahoma Innovation Expansion Program (OIEP), where the application window opens on March 31st and closes on April 11th. These initial visits aim to help businesses prepare for the upcoming application period and increase the number of businesses awarded this year.
  - On January 13, the Economic Development Manager and Glenpool Chamber Director met with a representative from the Commerce Department to discuss best practices for Business Retention and Expansion (BRE). Additionally, we reviewed the most beneficial incentives that could support our local businesses as we begin making site visits.

- New Business/Sites

- We were contacted by a representative from the Department of Commerce regarding a potential manufacturing site on our southern border. I have met with one of the landowners to gauge interest and have received permission to continue discussions. In preparation, we have a meeting scheduled for early February with the Commerce representative to explore this opportunity, identify potential challenges, and discuss strategies to be well-prepared for further conversations with the landowner.

- Business Inquiries:

- The Economic Development Team is currently in discussions regarding the next steps for the Blue Compass site. For this site, we are also researching zoning-related questions that have arisen during the process.
- A Tulsa business owner reached out to the Economic Development team to gauge our interest in a potential project. The business is seeking a site to build a manufacturing facility, ideally in our area. They are looking for 10-15 acres, with Phase 1 involving around 100 jobs and a 75,000 sq ft facility. The owner introduced me to the site selection representative, and we are actively working on identifying potential sites and advancing discussions.
- Last month, a Request for Proposal (RFP) was submitted to Tulsa's Future regarding a potential business looking to locate in the state of Oklahoma. The team submitted sites at the South 75 Business Park for a light industrial manufacturing project. We are currently waiting for word on the outcome of this proposal.

- Travel/Training/Misc:

- Met with a representative from Invenergy, a company that develops, builds, owns, and operates power generation and energy storage projects across the Americas, Europe, and Asia, including wind, solar, and natural gas facilities. During the meeting, I received an overview of the company's operations and their plans in the state of Oklahoma.
- On January 13<sup>th</sup>, participated in an overview of the New Market Tax Credit, presented by a representative from the Commerce Department, alongside our COO.
- On January 14<sup>th</sup>, participated in the Select Oklahoma Meeting in Oklahoma City, where key legislation and trends for 2025 were discussed. Afterward, visited the Capitol and had the opportunity to meet Representative Mike Lay.



- On January 15<sup>th</sup>, joined a small group from the Chamber and City for a tour of Frankoma Pottery.
- On January 16<sup>th</sup>, met with our Workforce representative from TCC/Tulsa Tech to learn about training opportunities available for our local businesses and schools.
- On January 16<sup>th</sup>, attended the Tulsa Chamber Member Mingle at Andy B's.
- On January 21st, I met with a former Tulsa Technology Center administrator to discuss my role and receive guidance on building effective relationships with the technology center. I was advised on key introductions that will be made to the right people in the field.
- On January 22, participated in the monthly Manufacturing Council lunch and meeting at the Tulsa Stem Lab, met with OG&E Community Representative to learn more about services provided to communities, and received on-site training for Executive Pulse, a client relationship management (CRM) tool provided to us as members of the Tulsa Chamber of Commerce.
- On January 27, participated in a demo for Placer.ai, a location intelligence and foot traffic data software, alongside our COO and meeting with the Glenpool High School Counselor to learn about the participation with Workforce initiatives and share about the meeting with the TCC/Tulsa Tech Workforce representative.
- On January 28, participating in the Select Oklahoma 2025 Legislative Guide to Economic Development. Invitations were sent to our local representatives.



### Grants: January 2025, Beth Miller (Grants – Special Projects Coordinator)

This report provides an overview of the various grants being managed. It includes details on the grant amounts, timelines, and progress.

- Summary of Grants
  - STBG street widening grant (for Elwood) awarded last year from ODOT. The signed contract was received on 1/7/2025 and on 1/13/25, David A. met with developers. Ready to bid February 2025.
  - INCOG CDBG Grant submitted 4/12/24 for the repair of sinkhole/storm drains at 145th Pl and Kendalwood BLVD. Approved on 12/2/2024. Signatures were received at 1/6 council meeting and sent on to be forwarded to Tulsa County for their signatures on 1/13/2025.
  - INCOG restarted the Federal Application for energy conservation. This was for 3 E/V charging stations throughout the city: City Hall, Black Gold Park, and the South County Rec Center. The contract letter was signed at council on 8/2 and submitted to INCOG on 8/5. This is at no cost to the City. This grant was declined on 1/24/2025.

- OK Homeland Security State and Local Cybersecurity Grant Program. Application submitted on 11/14/2024. Grant was approved 12/20/24. Able to replace the server at the PD by March or April 2025. Contacted Hannah on 1/27/25 to get updates or see if we could expedite.
- OK Homeland Security State and Local Cybersecurity Grant Program – next cycle due 2/28/25. met with NOVO on 1/27 and set up assessment for 2/5/25. This assessment will look at our current cybersecurity and monitoring. The grant can pay for up to 5 years of monitoring.
- \$500 Community grant - Cimarron Link applied for on 9/26/25 for a park bench at Morris Park. (once a year grant) Awaiting approval/decline. Sent email received in December 2024.
- ODEQ - Equipment Grant (for woodchipper) grant and contract approved to sign on 10/7 council meeting. Payment was received electronically on 1/17/2025 for the final amount of \$39,643.66. Since we received the equipment in November, we chipped and reused upwards of 14 tons of wood.
- FFY 2025-2026 Transportation Alternatives & FFY 2022-2026 CRP. up to \$1,600,000 (20% matching), Application in collaboration with David A. was submitted on 1/13/25, for completing sidewalk projects on Elwood and 141<sup>st</sup>, and Peoria Streets.
- Recreational Trails Program Grant 2025: 80% reimbursed up to \$300,000, with a total amount of \$375,000. We are preparing the application, and the grant deadline is January 31, 2025. Approved to apply by council on 1/21/25. This is for trails/parking lot/bridges at the new Morris Park Disc Golf and Nature Trails Park.
- Opioid Grant 2025: Amount not specified. A meeting is being set up early February to include members of DHS. Applications open in March 2025, and projects are currently under discussion.
- DEQ - Collection Event Grant FY26: Application deadline is February 28, 2025. This will be on the agenda in February 2025.
- SAFE Oklahoma Grant: Amount not specified. We are working with GPD for equipment. Applications open in March 2025, and we are identifying the equipment needed.
- Keep Oklahoma Beautiful Roadside and Environmental Beautification grants were submitted on 1/27/25 in the amounts of \$3391.98 (for Welcome sign beautification) and \$962.45 (for seeds at Lambert Park).
- Special Projects:
  - Next Events Committe Meeting 2/5/25. Events Calendar for the City is being executed by next meeting
  - Farmers Market
    - Local AG Summit January 29-31 (for farmers market managers and producers)
    - Need to update rules/regulations and vendor applications for the 2025 season
    - SNAP acceptance in review
  - Historical Projects – no new updates

# Information Technology

## Windows 11 Update

- Microsoft has set the software end-of-life for the older versions of its flagship operating system software for October of 2025. This project aims to enhance the security of our end-users' devices and enable them to receive crucial, ongoing security updates from Microsoft by upgrading all our devices to Windows 11, the newest version of the software available from Microsoft, prior to the end-of-life cycle. The installation is currently ongoing.

## Mass Notification System

- The fiscal year 2024-2025 budget contained funding to purchase and implement a mass notification system within the City. This software will help us keep Glenpool citizens informed about utility outages, traffic emergencies, bill payment reminders and other public notification needs. The team has received proposals from five companies that can provide us with a mass text/email notification system and are currently evaluating these proposals.

## Website Refresh

- The company that manages our website hosting allows for a periodic comprehensive overhaul of our website. The IT department has begun reviewing our current website and is working to fix all broken links and will begin working with the Executive Team to refresh each section of our website. We anticipate that the refresh will start in the next few weeks and will take approximately 30 days to complete. In addition to updating the content on each page, staff will be working to identify and correct any items that are not ADA compliant.

## Building Security

- The fiscal year 2024-2025 budget contained funding to upgrade and expand our security across various city facilities. The current systems were installed during the construction of each respective facility and operate on different platforms. When complete, this project will allow for a unified system that will be managed across a single platform. The IT department is currently working on a Request for Proposals (RFP) for this project.

## Phone System Update

- The IT department is currently reviewing the city's internet pipeline and phone system to determine if there are targeted savings that can be identified, and which will provide improved service opportunities. Conversations with providers are currently underway.

## Positive Pay

- The IT department, in cooperation with the Finance department, has implemented a "positive pay" software application within our financial systems. This application works with our financial institutions and our finance staff to strengthen our ability to identify fraudulent activities and checks.

# Fire Department

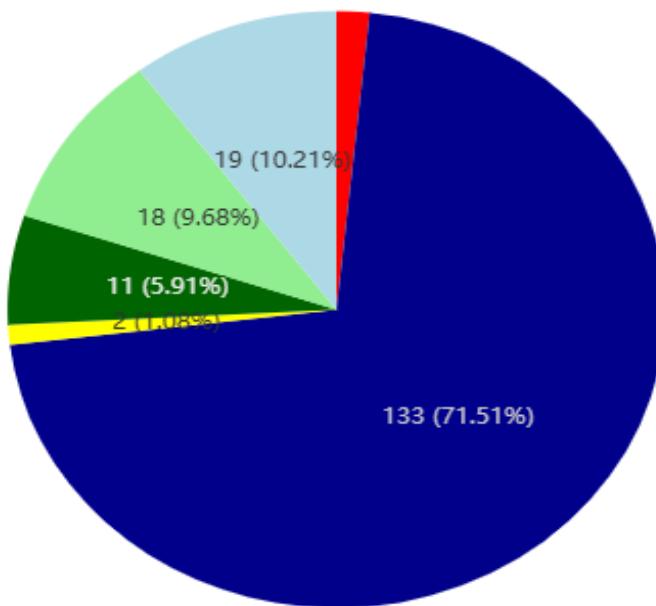
## Glenpool Fire Department Operations January 2025

CM Report

12/27/24-1/23/25

Run Type	# of Calls	Totals Calls
EMS Runs	133	
Fire Runs	53	
Overlapping	58	

**Total (186)**



### Incident Type Series

3	1 - Fire
133	3 - Rescue & Emergency Medical Service Incident
2	4 - Hazardous Condition (No Fire)
11	5 - Service Call
18	6 - Good Intent Call
19	7 - False Alarm & False Call
<b>186</b>	

# Police Department

## STAFFING

Currently the department has filled 28 of 29 officer positions. We have one open position and will post once Debbie returns to work. Two officers are in FTO and attend CLEET in June, all the other officers have completed the required training. There are six officers on day shift, seven officers on evening shift and six officers on night shift.

The communications division is short three officers. We are currently accepting applications and conducting interviews.

We will begin testing for the open detective position and the Street Crimes Unit. (SCU)

## TRAINING

Corporal Mitchell completed his first phase of FBI LEEDA, and several supervisors are scheduled to attend their first phase in June.

Department administration created a new program to train newly promoted supervisors. These officers will go through a week of classroom and a week of field training prior to taking over their new role.

## EQUIPMENT

We received three of the five new patrol cars from Dana Safety. Those units are now at Whiteglove to have the decals put on. Both units should be on the street starting the first of February. We expect to receive the remaining two cars in the next two weeks.

## HEADLINES

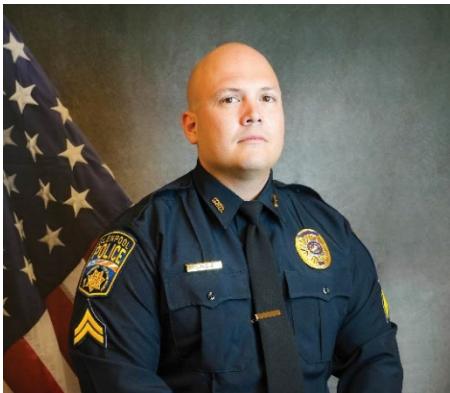
The department conducted testing for the two vacant Sergeant positions. Officers Sebastian Duque and Jordan Weygand have both been promoted to the rank of Sergeant.

Animal Control participated in a pet adoption event at Southern Agriculture. They continue to work tirelessly to adopt out pets.





alls for Service	1788
Arrest	32
DUI	9
Collisions	40
Alarm Calls	45
Animal Control	79
Burglary	7
Disturbance	5
Domestic	16
Fraud	4
Harassment	5
Larceny	20
Loud Noise	7
Motorist Assist	45
Stolen Property	3
Suspicious Activity	26
Trespassing	4
Traffic Stops	728



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**