

**NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING**

A Regular Session of the Glenpool City Council will be held at 6:00 PM p.m. on Tuesday, February 20, 2018, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rdFloor, Glenpool, Oklahoma.

The City Council welcomes comments from citizens of Glenpool who wish to address any item on the agenda. 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

	Page
A) Call to Order - Timothy Lee Fox, Mayor	
B) Roll Call, Declaration of Quorum – Susan White, City Clerk; Timothy Lee Fox, Mayor	
C) Invocation – Aaron Hunter, Collective Church	
D) Pledge of Allegiance – Timothy Lee Fox, Mayor	
E) Community Development Report – Lynn Burrow, Community Development Director	
1) Community Development Director's Report 02 20 18	3 - 27
F) City Manager Report – David Tillotson, City Manager	
1) Tulsa's Future email	28
G) Mayor Report – Timothy Lee Fox, Mayor	
H) Council Comments	
I) Public Comments	
J) Scheduled Business	
1) Discussion and possible action to approve minutes from February 5, 2018 meeting. (Susan White, City Clerk) Regular Meeting - 05 Feb 2018 - Minutes - Pdf	29 - 62
2) Discussion and possible action to approve Resolution No. 2018001, A Resolution of the City of Glenpool, Oklahoma declaring the City's intent to name the soccer facility "GLENPOOL SOCCER COMPLEX" and forever memorialize the playing fields as "URBAN GREEN MEMORIAL FIELDS." (David Tillotson, City Manager) Staff Report - Soccer Field Naming Resolution Resolution - Soccer Field Naming	63 - 64
3) Discussion and possible action to approve, and authorize the Mayor to execute, the proposed City of Glenpool/South County Soccer Club User Agreement for Glenpool-South County Soccer Complex, providing for the terms and conditions for usage and operation of the Glenpool-South County Soccer Complex and in accordance with the requirements of the Lease Agreement by and between Tulsa County Board of County Commissioners, Tulsa County, Oklahoma, and City Council, City of Glenpool, Oklahoma, Tulsa County, Oklahoma, dated November 21, 2016, by which the City of Glenpool has leased the premises used for the Glenpool- South County Soccer	65 - 91

Complex from Tulsa County.
(Lynn Burrow, Com. Dev. Dir. and Lowell Peterson, City Attorney)
[Staff Memo 022018](#)
[Soccer Club User Agreement - COG - Glenpool Soccer](#)

- 4) Review of draft version of Final Compensation Study Report. 92 - 164
(David Tillotson, City Manager)
[Staff Report - Compensation Study Presentation](#)
[Compensation Study-2017](#)
- 5) Discussion and possible action to enter into executive session for the purposes of:
(A) Discussing negotiations concerning employees and representatives of employee groups, specifically for the purpose of discussing possible amendments to, and terms and conditions of, a collective bargaining agreement with the International Association of Fire Fighters, Local 2990, for the 2018-2019 Fiscal Year, pursuant to 25 O.S. § 307(B)(2) (Open Meeting Act).
(B) Discussing negotiations concerning employees and representatives of employee groups, specifically for the purpose of discussing possible amendments to, and terms and conditions of, a collective bargaining agreement with the Fraternal Order of Police, Lodge 133, for the 2018-2019 Fiscal Year, pursuant to 25 O.S. § 307(B)(2) (Open Meeting Act).
(C) Discussing confidential communications between the City Council and the City Attorney concerning a pending action in the Tulsa County District Court because the City Council, with the advice of the City Attorney, has determined that disclosure will seriously impair the ability of the City Council to process such pending action; to wit: Summit Properties, Inc., v. City of Glenpool, Case No. CJ-2016-2222, pursuant to 25 O.S. § 307(B)(4) (Open Meeting Act).
(Lowell Peterson, City Attorney)
- 6) Discussion and possible action to reconvene in Regular Session.
(Timothy Fox, Mayor)
- 7) Discussion and possible action with respect to matters discussed in Executive Session.
(Timothy Fox, Mayor)

K) Adjournment

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

Signed:

City Clerk



Community Development Director's Report

Date: February 20, 2018

To: Glenpool City Council

Mayor and Councilors;

The following report highlights and summarizes the various activities that are currently being addressed and process by the Community Development Department related to major public and private improvement and construction projects within the City of Glenpool.

On-going Private Development and/or Building Projects

St. Francis Health Center Southwest: (151st Street & Broadway Ave.)

- The full Building Permit for the project was issued by the City on February 1st, 2017.
- The building is fully 'dried in' at this time.
- Site improvement installation is approximately 90% complete.
- Public improvements associated with Broadway Avenue construction are approximately 95% complete.
- Improvements regarding existing paving modifications and additions on 151st Street are currently 100% complete.
- Full project completion and building turnover is predicted to be the end of the second quarter, 2018.

Hotel Project: Phillips Corner Addition (123rd Street & Casper Avenue)

- This project is located east of US Highway 75 and along the east side of Casper Avenue - immediately south of the existing Comfort Inn project.
- The project is generally fully complete.
- A temporary Certificate of Occupancy was issued for the project on February 9th, 2018 due to several minor completion issues regarding certain site improvements.
- The final Certificate of Occupancy is anticipated by the end of February.

Mark Allen Chevy Dealership: (168th Street & U.S. Highway 75)

- The project earth change permit was issued May 1st, 2017
- The project building permit was issued July 10th, 2017.

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Tim Fox, Vice-Mayor Momadou Ceesay, Councilors: Patricia Agee, Brandon Kearns, and Jacqueline Lund
Interim City Manager & City Clerk, Susan White
www.glenpoolonline.com

- Site grading, earthwork and paving is approximately 80% complete .
- Water and sewer construction to serve the project is fully complete.
- The initial project schedule indicates full project completion by the end of the second quarter,2018.

Financial Equipment Company: Building Expansion (131st Street & Elwood Ave.)

- The project consists of the construction of a third building on the site including certain parking and drives.
- Interior finishes are approximately 95% complete
- Full project completion is anticipated in February of 2018.

Jiffy Lube & Car Wash: Southwest Crossroads Addition (122nd Street & Waco Ave.)

- The project was fully permitted for building and site construction in July, 2017.
- Site grading and erosion control is 90% complete.
- The site utility service installation is 100% complete currently.
- Access drive and interior paving construction have not started as of this date.
- Construction of the Carwash facility has not started as of this date.
- Full completion of the auto service portion of the project is anticipated on or before June 1, 2018.

•

Elm Pointe Commercial Complex: Elm Pointe Addition (141st Street & Peoria Ave.)

- The Preliminary Subdivision Plat has been approved for the project.
- The Engineering design covering Public Utilities necessary to serve the project is complete.
- The engineering design of grading and drainage, and erosion control improvements is 100% complete.
- The Earth Change Permit for the site clearing & grading has been issued.
- Site clearing and disposal is 90% complete.
- Site grading is underway and is approximately 30% complete
- Full project completion is anticipated summer of 2018.

BrookOver Corner Commercial Complex: 151st Street & Broadway Avenue

- This is a multi-lot commercial development covering approximately 30 acres located at the northeast corner of 151st Street and US Highway 75.
- The property owner is currently in the process of applying for a Tax Increment Financing (TIF) District.
- The Developer has submitted a project Clearing and Grubbing Permit application covering the entire project.
- Actual clearing will likely start before the end of February.
- It is anticipated that supporting site development grading, paving, storm water management, and public utility service plans will be submitted for review and permitting during the month of February.
- The Developer has indicated actual site improvement related construction is anticipated to start in May, 2018.

Glenpool Elementary School: Elwood Avenue & 138th Street

- This project is located at the southeast corner of 138th Street and Elwood Avenue.
- The subdivision platting process for the project has been completed and the final plat has been recorded with Tulsa County.
- The project site and building construction documents have been publicly bid.
- Groundbreaking for the site improvements is anticipated by March 1st, 2018
- At this time, Glenpool School Administration has not indicated an anticipated project completion date.

Glen Hills Residential Addition: 141st Street & Iroquois Avenue

- This is a single-family residential development being constructed under an approved Planned Unit Development generally located on the north side of 141st Street at Iroquois Avenue.
- All Planning related processing and approvals have been completed regarding zoning and subdivision platting, covering the first phase of the project
- All site related improvement plan approvals and permitting for the first phase of the project have been completed.
- Phase I site improvements consisting of clearing, grubbing, and rough area grading is underway currently.
- The construction of public improvements necessary to serve the addition is anticipated to start within the month of February.
- Full completion of the development and the start of actual home construction is anticipated by October 1, 2018.

The Pines Residential Addition: 141st Street & Ironwood Avenue

- This is a single-family residential project being developed under the conditions and development standards set forth and approved per PUD No. 32.
- At this time a Clearing and Grubbing Permit has been issued for the project.
- Clearing and disposal for the entire project has been completed.

Current Planning Department and Planning Commission Activities:**SUBDIVISION PLAT APPLICATIONS PENDING REVIEW:****ELM POINTE II (Preliminary Subdivision Plat) Elm Pointe PC, LLC**

Located west of the northwest corner of 141st St. and Peoria Ave. The subject tract contains 14.33 acres. This proposal covers the development of 47 single-family lots under the concepts and development standards established in PUD 38 (pending review and approval).

- 2/23/18 Technical Advisory Committee Review
- 3/12/18 Planning Commission Review

ZONING CHANGE APPLICATIONS PENDING REVIEW:

PUD 38 (Elm Pointe PC, LLC)

Located west of the northwest corner of 141st St. and Peoria Ave. The subject tract contains 14.33 acres. The proposed development of the property calls for the creation of 47 single-family lots and certain common areas for recreational uses.

- 3/12/18 Planning Commission Review
- 3/19/18 City Council Review

LOT SPLIT APPLICATIONS PENDING REVIEW:

GLS-224 (Webber/Wilson/Wheeler)

Located south and west of the southwest corner of 141st Street and Peoria Ave.

- 2/23/18 Technical Advisory Committee Review
- 3/12/18 Planning Commission Review

Current Building & Inspection Department Activity: January, 2018

Current On-Going Commercial and Residential Projects Permitted for Construction:

- St. Francis Health System Hospital: Located on 151st Street - East of US Highway 75
- Hotel Project in Phillips Corner Addition: 123rd & Casper Avenue
- Mark Allen Chevy Dealership Project: 166th Street & U.S. Highway 75
- Jiffy Auto Lube. and Car Wash: Southwest Crossroads Addition
- BrookOver Corner Commercial Complex: 151st Street & Broadway Avenue
- Glenpool Elementary School: Elwood Avenue & 138th Street
- Financial Equipment Company: 131st Street & Elwood Avenue
- Elm Pointe Commercial Development: 141st Street & Peoria Avenue
- Glen Hills Residential Addition: 141st Street & Iroquois Avenue
- The Pines Residential Addition: 141st Street & Ironwood Avenue

Glenpool Residential and Commercial Building Permit Statistics:

- | | |
|--|----------|
| • New Residential Permits Issued in January, 2018: | 5 Total |
| • New Commercial Permits Issued in January, 2018: | 2 Total |
| • Current Active Residential Permits: | 50 Total |
| • Current Active Commercial Permits: | 18 Total |
| • 2017 Residential Permits thru January: | 4 Total |
| • 2018 Residential Permits issued thru January: | 5 Total |
| • 2017 Commercial Permits Issued Thru January: | 2 Total |
| • 2018 Commercial Permits Issued Thru January: | 2 Total |

Code Enforcement Department: January, 2018

Typical Issues Addressed by the Code Enforcement Department: Public Nuisance

- Inoperable or abandoned vehicles being stored on private property.
- Trash or debris on private property
- Excessively high grass on private property
- Special Assessment requests researched and issued to real estate lenders.
- Filing and releasing Mechanic Liens with the Tulsa County Recorder's Office.
- Illegal vehicle parking on private property yards.
- Visual impairments caused by trees, shrubs, vehicles, etc. interfering with traffic flow.
- Bidding and subcontracting involved with nuisance abatement.
- Enforcement of Health and Safety Code violations.

Department Activity for the Month of January:

- Year-to-Date complaint calls received and investigated 40
 - Public nuisance cases remaining open thru January -0-
 - New Code Enforcement cases processed in January:
 - 1. Calls reporting high grass: 7
 - 2. Structures damaged by fire: 1
 - 3. Notices issued for vehicles illegally parked: 1
 - 4. Nuisance abatements performed by contractors: -0-
 - 5. Notices issued for residences without water service: 4
 - 6. Tulsa County Health Department Citations issued: -0-
 - 7. Notices issued for illegally placed signs: -0-
 - 8. Damage to public facilities citations: -0-
 - 9. Excessive trash & debris: 6
 - 10. Dilapidated vacant structures and properties: -0-
 - 11. Trash can/receptacle placement: 11
 - 12. Misc. cases: 10
- Total New Cases Opened in January: 40
-
- Real Estate Special Assessment Determinations: January, 2018
 - 1. Special Assessment Letters Issued to Title Companies 3
 - 2. Assessment Letter Fee Collection Notices Issued 6

St. Francis Health Center



St. Francis Health Center



St. Francis Health Center



Phillips Corner Hotel



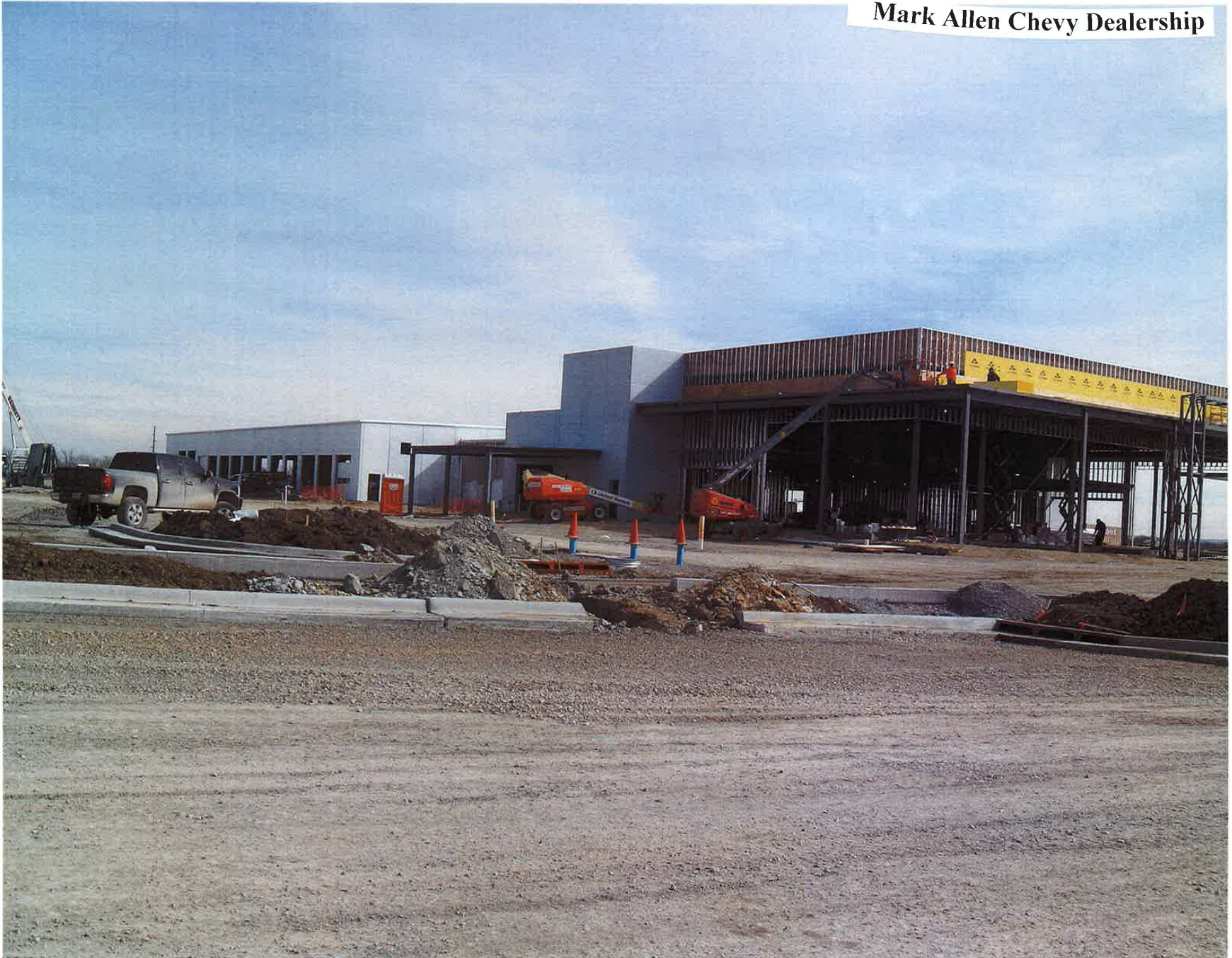
Phillips Corner Hotel



Mark Allen Chevy Dealership



Mark Allen Chevy Dealership



Mark Allen Chevy Dealership





Financial Equipment Company



Jiffy Lube



Jiffy Lube



Elm Pointe Center



Elm Pointe Center



Elm Pointe Center



Elm Pointe Center



Glen Hills Addition



Glen Hills Addition



Glen Hills Addition



Glen Hills Addition



From: Mandy Vavrinak <mandy@comm-arts.com>
Date: February 15, 2018 at 11:57:32 AM CST
To: David Tillotson <dtillotson@cityofglenpool.com>
Subject: Notes, Tulsa's Future meeting 2/8/18

I attended the quarterly update meeting of the Tulsa's Future regional economic development partnership on behalf of the City of Glenpool on Feb. 8th, 2018. In addition to some updates on activity by the partnership to reach out to potential employers about locating businesses in the region and some general workforce information, presenters discussed important legislative issues and provided information on those issues to the partners. There are some initiatives that I'll be following up on regarding industrial access roads via ODOT programs, workforce partnerships with higher education, local manufacturers, and local school districts, and possible future opportunities for Glenpool. At the end of the meeting, the leadership from Tulsa's Future indicated they were seeking a host for the next quarterly meeting, in May. I offered for Glenpool to host the next meeting, contingent upon the availability at our Conference Center. The date of May 29th is available, so we will be hosting the next meeting and bringing an advance team from Tulsa's Future to Glenpool to tour sites within our community that are likely to fit the typical requirements for the projects the group sees. I believe hosting this next meeting and showing our sites to the key people within Tulsa's Future will help us compete for future projects that might bring new primary jobs to Glenpool.

Mandy Vavrinak
Comm-Arts - Integrated Marketing Agency

MINUTES
Regular Meeting Meeting
Monday, February 5, 2018 Council Chambers 6:00 PM

COUNCIL PRESENT: Trish Agee
Brandon Kearns
Jacqueline Triplett-Lund
Momodou Ceesay
Tim Fox

COUNCIL ABSENT:

STAFF PRESENT: David Tillotson
Lowell Peterson
Susan White
John Gonsalves
Lynn Burrow
Rick Malone
Dennis Waller

STAFF ABSENT:

Page

- A) Call to Order - Timothy Lee Fox, Mayor
- B) Roll Call, Declaration of Quorum – Susan White, City Clerk; Timothy Lee Fox, Mayor
- C) Invocation –Father Sam Gordin, Anglican Church
- D) Pledge of Allegiance – Timothy Lee Fox, Mayor
- E) City Manager Report – David Tillotson, City Manager
- F) Mayor Report – Timothy Lee Fox, Mayor
- G) Council Comments

H) Public Comments

I) Scheduled Business

- 1) Discussion and possible action to approve minutes from January 22, 2018 meeting. 8 - 11
(Susan White, City Clerk)

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

to approve minutes. Mayor Fox and Councilor Agee were absent from January 22, 2018 meeting.

	For	Against	Abstained	Absent
Trish Agee			x	
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
Momodou Ceesay	x			
Tim Fox			x	
	3	0	2	0

CARRIED.

[CITY MINUTES 012218](#)

- 2) Discussion and possible action to appoint John Gonsalves as Treasurer.
(David Tillotson, City Manager)

Moved by Jacqueline Triplett-Lund, seconded by Trish Agee

to appoint Mr. Gonsalves as Treasurer.

	For	Against	Abstained	Absent
Trish Agee	x			
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
Momodou Ceesay	x			
Tim Fox	x			
	5	0	0	0

CARRIED.

- 3) Discussion and possible action to designate John Gonsalves as checking account signatory on all bank accounts.
(Susan White, City Clerk)

Moved by Jacqueline Triplett-Lund, seconded by Trish Agee

to designate Mr. Gonsalves as signatory to bank accounts.

	For	Against	Abstained	Absent
Trish Agee	x			
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
Momodou Ceesay	x			
Tim Fox	x			
	5	0	0	0

CARRIED.

- 4) Discussion and possible action to approve conveyance of a Roadway Right-of-Way dedication between Greg Ables, Grantor and the City of Glenpool, Grantee, generally located on the east side of 26th West Ave and approximately ¼ mile north of 151st Street.
(Lynn Burrow, Community Development Director)

12 - 17

Staff reviewed and approved the document format and content and requested approval and acceptance of dedication as presented.

Moved by Brandon Kearns, seconded by Momodou Ceesay

to approve Roadway Right-of-Way dedication as presented.

	For	Against	Abstained	Absent
Trish Agee	x			
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
Momodou Ceesay	x			
Tim Fox	x			
	5	0	0	0

CARRIED.

[02 05 18 Roadway Right of Way Dedication](#)

- 5) Discussion and possible action to approve conveyance of a Utility

18 - 21

Easement dedication between Greg Ables, Grantor and the City of Glenpool, Grantee, generally located along, contiguous with, and parallel to the east right-of-way line of 26th West Ave and approximately ¼ mile north of 151st Street.
(Lynn Burrow, Community Development Director)

Staff reviewed and approved the document format and content and requested approval and acceptance of Utility Easement dedication as presented.

Moved by Jacqueline Triplett-Lund, seconded by Trish Agee

to approve Utility Easement dedication as presented.

	For	Against	Abstained	Absent
Trish Agee	x			
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
Momodou Ceesay	x			
Tim Fox	x			
	5	0	0	0

CARRIED.

02 05 18 Utility Easement Dedication

- 6) Discussion and possible action to approve conveyance of a General Utility Easement dedication between Elm Pointe Land, LLC, Grantor and the City of Glenpool, Grantee, generally located along, contiguous with, and parallel to the west property line of Elm Pointe Addition and north of 141st Street. 22 - 28
(Lynn Burrow, Community Development Director)

Staff reviewed and approved the document format and content and requested approval and acceptance of utility easement dedication as presented.

Moved by Jacqueline Triplett-Lund, seconded by Trish Agee

to approve General Utility Easement dedication as presented.

	For	Against	Abstained	Absent
Trish Agee	x			
Brandon Kearns	x			
Jacqueline Triplett-	x			

Lund				
Momodou Ceesay	x			
Tim Fox	x			
	5	0	0	0

CARRIED.

02 05 18 Utility Easement- Elm Pointe

- 7) Discussion and possible action to approve conveyance of a Stormwater Detention Easement dedication between Elm Pointe CS, LLC, Grantor and the City of Glenpool, Grantee, generally located adjacent to, but not contained within the proposed subdivision plat of Elm Pointe Addition. (Lynn Burrow, Community Development Director) 29 - 34

Staff reviewed and approved the document format and content and requested approval and acceptance of stormwater detention easement dedication as presented.

Moved by Momodou Ceesay, seconded by Trish Agee

to approve Stormwater Detention Easement as presented.

	For	Against	Abstained	Absent
Trish Agee	x			
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
Momodou Ceesay	x			
Tim Fox	x			
	5	0	0	0

CARRIED.

02 05 18 Stormwater Detension Easement - Elm Pointe

- 8) Discussion and possible action to enter into Executive Session for the purpose of confidential communications between the City Council and its attorney concerning a pending investigation, claim, or action because the City Council, with the advice of its attorney, has determined that disclosure will seriously impair the ability of the City Council to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, pursuant to Title 25, Sec. 307(B)(4); to wit, consideration of a settlement proposal and related pleadings in the matter of Summit Properties, Inc., vs. City of Glenpool, Case No. CJ-2016-2222, pending in the Tulsa County District Court. (Timothy Fox, Mayor)

City Attorney Lowell Peterson advised the purpose was to update the Council on the latest developments of the lawsuit which should be discussed confidentially. The City Council, City Attorney and City Manager exited to the Executive Session chambers at 6:24 p.m.

Moved by Jacqueline Triplett-Lund, seconded by Trish Agee

to convene in Executive Session as recommended by City Attorney.

	For	Against	Abstained	Absent
Trish Agee	x			
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
Momodou Ceesay	x			
Tim Fox	x			
	5	0	0	0

CARRIED.

- 9) Discussion and possible action to reconvene in Regular Session.
(Timothy Fox, Mayor)

City Council reconvened in Regular Session at 7:27 p.m.

Moved by Trish Agee, seconded by Jacqueline Triplett-Lund

to reconvene in Regular Session.

	For	Against	Abstained	Absent
Trish Agee	x			
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
Momodou Ceesay	x			
Tim Fox	x			
	5	0	0	0

CARRIED.

J) Adjournment

MINUTES
CITY COUNCIL MEETING
January 22, 2018

The Regular Session of the Glenpool City Council was held at Glenpool City Hall, 3rd Floor, 12205 S. Yukon Ave, Glenpool, Oklahoma. Councilors present: Brandon Kearns; Jacqueline Triplett-Lund; and Momodou Ceesay, Vice Mayor. Timothy Fox, Mayor and Patricia Agee Councilor were absent. Staff present: David Tillotson, City Manager; Lowell Peterson, City Attorney; Susan White, City Clerk; John Gonsalves, Finance Director; Rick Malone, City Planner; and Dennis Waller, Police Chief. Lynn Burrow, Community Development Director was absent.

Also present were: Heather Scherer, Living Water United Methodist Church; Bart Harris, Deputy Police Chief; Reserve Officers Scott Williams, Phil Reichert, and Blake Eller; GPD Det. Tracey Powell; Julie Casteen, Interim Finance Consultant; LaDonna Sinning, Arledge & Associates P.C.; and Greg Ables.

- A) **Vice Mayor Ceesay called the meeting to order at 6:00 p.m.**
- B) **Susan White, City Clerk called the roll. Vice Mayor Ceesay declared a quorum present.**
- C) **Heather Scherer, Living Water United Methodist Church offered the Invocation.**
- D) **Vice Mayor Ceesay led the Pledge of Allegiance.**
- E) **City Manager Report – David Tillotson, City Manager**
- Mr. Tillotson introduced John Gonsalves. Mr. Gonsalves has been hired to fill the Finance Director position.
 - Mr. Tillotson recognized and expressed his appreciation to Julie Casteen. Since Julie's departure in October she has remained on a part-time basis working nights and weekends to keep the books up until her replacement was hired. During that time, she prepared the financial statements and continued to work closely with Arledge & Associates during the audit.
 - The new website will go live on February 1. The website will offer a monthly blog post from the city manager.
 - Council photo session has been rescheduled for February 5th at 5:30 p.m., prior to the Council meeting.
 - Development continues to move forward including early visits regarding retail development, jobs and housing.
 - Mr. Tillotson and Vice Mayor Ceesay attended the CTAG Legislative Reception Wednesday, January 17. During that meeting they had several good conversations with state and federal elected officials and their representatives, as well as council members from other metro cities.
 - Mr. Tillotson will be attending the CMAO Winter Conference Wednesday through Friday of this week.
 - He attended the FOP Awards Banquet along with Vice Mayor Ceesay and Councilor Lund. Mr. Tillotson expressed his appreciation to the FOP for the invitation and reported it was a very good event.
 - He reminded the Council and audience that the Chamber of Commerce Annual Banquet is slated for Saturday, January 26 at the Glenpool Conference Center. He further stated that Jenni Bills, Utility Billing Supervisor has graduated from the Leadership Class and will be recognized at the Banquet.
- F) **Mayor Report – Momodou Ceesay, Vice Mayor**
- Vice Mayor Ceesay expressed his heartfelt appreciation to Julie Casteen for her commitment to Glenpool.

Page 1 of 4

- He announced that Mayor Fox was unable to attend the Council meeting because his sister's memorial service was held earlier that afternoon. He encouraged staff and audience members to remember Mayor Fox's family in their prayers during this period of grieving.
- Vice Mayor Ceesay thanked the Police Department for their exceptional service to our city.

G) Recognition of Retired Reserve Officers – Dennis Waller, Chief of Police

- Chief Waller introduced Reserve Officers Phil Reichert and Scott Williams. He shared highlights of their long career with the GPD Reserves, each contributing more than twenty years of service to the community.
- Blake Eller was recognized for five years of service and Tracey Powell received awards for twenty-five years of service; Exceptional Merit; and Firearms Expert.

H) Council Comments

- Councilor Lund announced the Glenpool High School and Junior High wrestling teams will be competing in the 5A Districts. The Junior High has qualified for State. The High School will be hosting a tournament, twenty-seven schools have been invited.

I) Public Comments

- None

J) Scheduled Business

1) Discussion and possible action to approve minutes from January 8, 2018 meeting.

MOTION: Councilor Lund moved, second by Councilor Kearns to approve minutes as presented.

FOR: Councilor Lund; Vice-Mayor Ceesay; Councilor Kearns

AGAINST: None

ABSENT: Mayor Fox; Councilor Agee

Motion carried.

Vice Mayor Ceesay declared the rearrangement of the agenda order to facilitate Item 4.

4) Discussion and possible action to nominate three candidates, from the following list of seven names to be submitted by Councilor Jacqueline Lund as the City Council representative to and chair of the MOAB TIF Review Committee, to be appointed by the Review Committee as representatives of the public at large on the Review Committee in accordance with 62 O.S. § 855, provided that all seven persons named must be residents of the City of Glenpool and at least one of the three nominees must be a representative of the business community in the city and, if a proposed plan objective is development of principally commercial retail, such representative shall be either a retailer or a representative of a retail organization.

List of proposed nominees:

- Randy Fulbright and/or Cheryl Fulbright (American T's)
- Janice Koss
- Syrease McCullough
- Tim McMurrian (Fat Mc's)
- Victor Miller
- Oscar Pound
- Jennifer Wheeler

Councilor Lund acting in the capacity of City Council representative to and chair of the MOAB TIF Review Committee, presented the list of candidates for Council consideration and appointment.

MOTION: Councilor Lund moved, seconded by Councilor Kearns to nominate Syrease McCullough, Tim McMurrian (Fat Mc's) and Victor Miller to the Review Committee.

FOR: Vice-Mayor Ceesay; Councilor Kearns; Councilor Lund

Page 2 of 4

AGAINST: None
ABSENT: Mayor Fox; Councilor Agee
Motion carried.

2) Discussion and possible action to acknowledge receipt of audited FY17 Financial Report and Operating Report and direct that the Report be placed in the permanent files.

Julie Casteen, acting as Interim Finance Consultant offered a summary of the Reports for Council review. Ms. LaDonna Sinning, Arledge & Associates was present and entertained Council comments or questions. None were offered.

MOTION: Councilor Kearns moved to accept the FY 17 Financial Report and Operating Report.

FOR: Councilor Kearns; Councilor Lund; Vice-Mayor Ceesay

AGAINST: None

ABSENT: Mayor Fox; Councilor Agee

Motion carried.

3) Discussion and possible action to approve a supplemental appropriation in General Fund, Police Department, in the amount of \$36,458.00, Account No. 01-6-03-6202 funded by a transfer from restricted fund balance.

Ms. Julie Casteen presented a supplemental appropriation to reflect recent purchases in the DEA forfeiture funds. She stated funds were available but not budgeted. She recommended approval as presented.

MOTION: Councilor Lund moved, seconded by Councilor Kearns to approve the supplemental appropriation for \$36,458.00, Account No. 01-6-03-6202 funded by a transfer from DEA restricted fund balance.

FOR: Councilor Lund; Vice-Mayor Ceesay; Councilor Kearns

AGAINST: None

ABSENT: Mayor Fox; Councilor Agee

Motion carried.

5) Discussion and possible action to adopt Ordinance No. 751, An Ordinance Amending Ordinance No. 458, By Rezoning Certain Property Described Herein From AG (Agriculture District) To RS-3 (Residential Single Family High Density District), As Recommended By The Planning Commission Under Application GZ-267; And Repealing All Ordinances Or Parts Of Ordinances In Conflict Herewith, on .92 acres located approximately 600 feet south of the southeast corner of 145th Place and 26 West Ave.

Rick Malone, City Planner presented Request for zone change, GZ-267 from Greg Ables. The requested change is from AG (Agricultural District) to RS-3 (Residential Single Family High Density District). Mr. Malone advised the Council that the application was recommended for approval by the Glenpool Planning Commission on January 9, 2018. Mr. Ables was present and available for questions or comments from Council.

MOTION: Councilor Lund moved, second by Councilor Kearns to adopt amending Ordinance No. 751 as presented, granting requested zone change.

FOR: Vice-Mayor Ceesay; Councilor Kearns; Councilor Lund

AGAINST: None

ABSENT: Mayor Fox; Councilor Agee

Motion carried.

K) Adjournment.

- Meeting was adjourned at 6:35 p.m.

Date

Mayor

Page 3 of 4

ATTEST:

City Clerk

Page 4 of 4

Page 11 of 34



MEMORANDUM

TO: HONORABLE MAYOR and CITY COUNCIL

FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR

RE: ACCEPTANCE OF ROADWAY RIGHT-OF-WAY DEDICATION

DATE: FEBRUARY 5, 2018

BACKGROUND

This item is for Council consideration and action regarding the acceptance of a Roadway Right-of-Way Deed of Dedication involving a certain tract of land, 30' in width, located along the east side of 26th West Avenue approximately ¼ mile north of 151st Street as illustrated on the attached exhibit. This right-of-way dedication was made a requirement of the lot split application and approval (GLS-223) granted by the Planning Commission November 19, 2017. The property being dedicated is owned by the lot split applicant and property owner - Mr. Greg Ables and is the continuation of the right-of-way dedication for 26th West Avenue that was previously dedicated by the subdivision plat of Taylor's Pond Addition. The right-of-way being granted will accommodate any roadway or drainage improvements that may become necessary in the future.

Staff Recommendation:

Staff has reviewed and approved the document format and content of the required Roadway Right-of-Way Deed of Dedication and is therefore requesting Council approval and acceptance of this dedication as submitted.

Attachments:

- A. Roadway Right-of-Way Deed of Dedication and Supporting Documents.

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Tim Fox, Vice-Mayor Momodou Ceesay, Councilors: Patricia Agee, Brandon Kearns, and Jacqueline Lund
Interim City Manager & City Clerk Susan White
www.glenpoolonline.com

Upon Recording Return To: City of Glenpool
ATTN: City Clerk
12205 S. Yukon Avenue
P.O. Box 70
Glenpool, OK 74033

**Roadway right-of-Way
DEED OF DEDICATION**

KNOW ALL MEN BY THESE PRESENTS:

This conveyance is made and entered into for the purposes stated herein, as of the date entered below, between Greg Ables, an [individual/Oklahoma corporation/other business entity] herein called "Grantor", and the CITY OF GLENPOOL, a municipal corporation, whose mailing address is 12205 S. Yukon Avenue, P. O. Box 70, Glenpool, OK 74033, herein called "Grantee."

Grantor, as the record owner of legal and equitable title of the following described real estate, for and in consideration of the sum of TEN AND NO/100 DOLLARS, and other good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant, dedicate, bargain, sell, convey and warrant unto Grantee, its successors and assigns, for the benefit of the public, forever, for **roadway [or other]** purposes and for such additional purposes as are described herein a right-of way through, over, under and across the following described property, together with all appurtenances thereto:

See Attached Exhibit 'A'

SUBJECT TO all easements, rights of way, protective covenants and mineral reservations, if any.

For use as a **permanent, public right-of-way [or other use as applicable]** for the Grantee, and as a thoroughfare for ingress and egress to adjoining property and roadways for general public usage. **[May be sufficient.]**

[OPTIONAL, IF APPLICABLE: For the several purposes of surveying, constructing, maintaining, operating, repairing, replacing, and/or removing any and all roadways, public utilities, including storm sewers, sanitary sewers, telephone and communication lines, electric power lines and transformers, gas lines, water lines and cable communication lines, together with all fittings, including pavement, poles, wires, conduit, pipes, valves, meters and equipment and equipment for each of such facilities and any other appurtenances thereto, with rights of ingress and egress to and upon this right-of-way for the uses and purposes aforesaid, provided however, the Grantor hereby reserves the right to survey.]

[OPTIONAL, IF APPLICABLE: The public and such franchise utility providers as are authorized by the public to enter this right-of-way for the purposes described are hereby granted the exclusive possession of said above-described premises for the purposes aforesaid. Grantor, for itself and its heirs, administrators, successors and assigns, covenants and agrees that no building, structure, fence, wall or other above-ground obstruction of any description will be placed, erected, installed, or permitted upon the above-described premises; and further covenants and agrees that in the event the terms of this paragraph are violated by the Grantor or other persons in privity with the Grantor, such violation will be promptly corrected and eliminated in a timely manner, timeliness to be determined in good faith by the City or franchisee under the prevailing circumstances, upon receipt of notice from the City or franchisee, or City or franchisee shall have the right to remove or otherwise eliminate such

violation, and Grantor, its heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof; and further covenants and agrees that all terms and conditions of this Dedication shall run with the land.]

TO HAVE AND TO HOLD such **Roadway Right-of-Way [or other description of interest]** unto Grantee and Grantee's successors and assigns, together with all of Grantor's right, title and interest, in exclusive possession together with all and singular the tenements, hereditaments and appurtenances thereto belonging or in any wise appertaining forever.

Dated this 30 day of JAN, 2018


GRANTOR

By: Greg Ables
[Printed Name/Title of Authorized Representative]

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

Before me, the undersigned, a Notary Public, in and for said County and State on this the 30 day of January, 2018, personally appeared Greg Ables known or satisfactorily proven to me to be the identical person(s) who subscribed the name of the maker thereof to the foregoing instrument and representing her/himself to be duly authorized to do so, and acknowledged to me that she/he executed the same as her/his free will and voluntary act and deed for the uses and purposes therein set forth.


Notary Public



My Commission Expires:

10/14/2021

ACCEPTED BY CITY COUNCIL:

City of Glenpool, Oklahoma
A Municipal Corporation

Date: _____

by: _____
_____, Mayor

ATTEST:

_____, City Clerk

[corporate seal]

APPROVED AS TO FORM:

_____, City Attorney

EXHIBIT "A"

THE WEST 30 FEET OF A TRACT DESCRIBED AS FOLLOWS TO WIT:

A tract of land in the North Half of the Southeast Quarter (N/2 SE/4) of Section Fifteen (15), Township Seventeen (17) North, Range Twelve (12) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the United States Government Survey thereof, more particularly described as:

COMMENCING at the Northwest corner of the SE/4 of said Section 15; thence South along the West line of said SE/4 a distance of 500.00 feet to the Point and Place of Beginning; thence East along a line parallel to the South line of said SE/4 a distance of 130.00 feet; thence South along a line parallel to the West line of said SE/4 a distance of 310.00 feet; thence West along a line parallel to the South line of said SE/4 a distance of 130.00 feet; thence North along the West line of said SE/4 a distance of 310.00 feet to the Point and Place of Beginning.

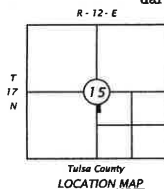
PROFESSIONAL LAND SURVEYOR'S
PROPOSED LOT SPLIT SKETCH



AMERICAN EAGLE
LAND SURVEYING, LLC

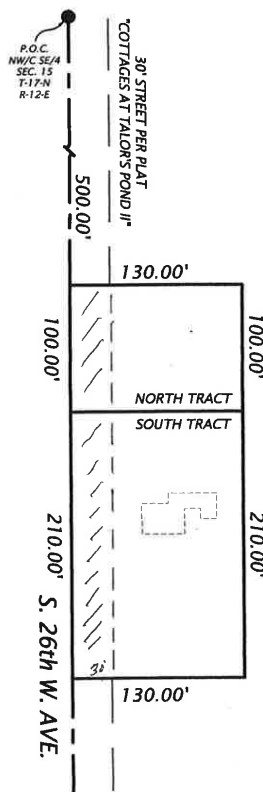
2023 West 111th Street Jenks, OK. 74037
OFFICE (918)640-4162 FAX (918)894-5248
darrellbible@gmail.com

Order No. 1709006
Client: Greg Ables



SCALE
1" = 80'

SEE "ATTACHMENT"
FOR LEGAL DESCRIPTION



Property address: 14727 South 26th West Avenue, Glenpool, Oklahoma

CERTIFICATE

I DARRELL BIBLE, PROFESSIONAL LAND SURVEYOR #1731 IN AND FOR THE STATE OF OKLAHOMA, HEREBY CERTIFY THAT THE ABOVE PLAT AND LEGAL DESCRIPTION REPRESENTS A SKETCH FOR A LOT SPLIT PERFORMED UNDER MY DIRECT SUPERVISION. THE ABOVE PLAT MAY BE SUBJECT TO EASEMENTS AND/OR RIGHTS OF WAYS OF RECORD. NO RESEARCH OF ABSTRACT OR RECORD OFFICES HAS BEEN CONDUCTED.

Darrell Bible

Darrell Bible
OKLAHOMA REGISTERED
LAND SURVEYOR NO. 1731
CA #6588 EXPIRES 6/30/2018
Final: 9-5-2017





MEMORANDUM

TO: HONORABLE MAYOR and CITY COUNCIL

FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR

RE: ACCEPTANCE OF GENERAL UTILITY EASEMENT DEDICATION

DATE: FEBRUARY 5, 2018

BACKGROUND

This item is for Council consideration and action regarding the acceptance of a General Utility Easement dedication 17.5' in width covering a certain tract of land located along, contiguous with, and parallel to the east right-of-way line of 26th Wes Avenue as illustrated on the attached exhibit. This easement is being dedicated to the public to accommodate utility service extensions necessary to serve the two residential lots that were created by GLS-223 submitted by Mr. Greg Ables as the applicant. Mr. Ables is the current owner of the two residential lots involved and wishes to construct a dwelling on the northern parcel requiring the extension of a public sanitary sewer main from an adjacent lot in Taylors Pond Addition. Such sanitary sewer will be constructed to serve the southern lot as well.

Staff Recommendation:

Staff has reviewed and approved the document format and content of this easement grant and is requesting Council approval and acceptance of this General Utility Easement dedication as submitted.

Attachments:

- A. General Utility Easement Dedication and Supporting Documents

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Tim Fox, Vice-Mayor Momodou Ceesay, Councilors: Patricia Agee, Brandon Kearns, and Jacqueline Lund
City Manager Roger Kolman, City Clerk Susan White
www.glenpoolonline.com

GENERAL UTILITY EASEMENT

That the undersigned, Greg Ables
(Grantor), as the owner of the legal and equitable title of the following described real estate (Property), for and in consideration of the sum of TEN DOLLARS (\$10.00), and other good and valuable considerations, the receipt of which is acknowledged, does hereby grant and convey to the City of Glenpool, a Municipal Corporation (GRANTEE), an easement through, over, and across the following described Property:

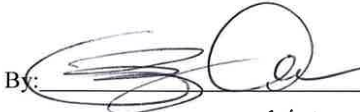
See Exhibit 'A' attached herewith and made a part of this easement grant:

for the purpose of permitting Grantee and Franchise Utility services thereon, through, over, or across said property, together with all necessary and convenient appurtenances thereto; to use and maintain the same; and affording Grantee and Franchise Utility service provider officers, agents, employees, and/or all persons under contract with either, the right of access to and upon said premises and strip of land for the purposes of surveying, excavating for, operating, repairing, and maintaining all such utility services and associated appurtenances.

The Grantee and Franchise Utility service providers are hereby given and granted the exclusive possession of said above described premises for the purposes aforesaid and Grantor, for itself and its heirs, administrators, successors, and assigns, covenants and agrees that no building, structure, fence, wall, or other above ground obstruction will be placed, erected, installed, or permitted upon the above described real estate; and further covenants and agrees that, in the event the terms of this paragraph are violated by the Grantor or other persons in privity with it, such violation will promptly be corrected and eliminated upon receipt of notice from the Grantee or Franchise Utility supplier, or the Grantee or Franchise Utility supplier shall have right to remove or otherwise eliminate such violation, and Grantor, its heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof.

TO HAVE AND TO HOLD such easement unto to the City of Glenpool (Grantee), its successors or assigns as aforesaid:

Dated this 10 day of Jan, 2018.

By:  (Grantor)
Name: Greg Ables

C:\Users\lburrow\Desktop\General Utility Easement Template.doc

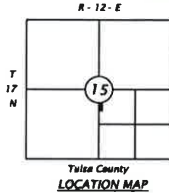
PROFESSIONAL LAND SURVEYOR'S
PROPOSED LOT SPLIT SKETCH



**AMERICAN EAGLE
LAND SURVEYING, LLC**

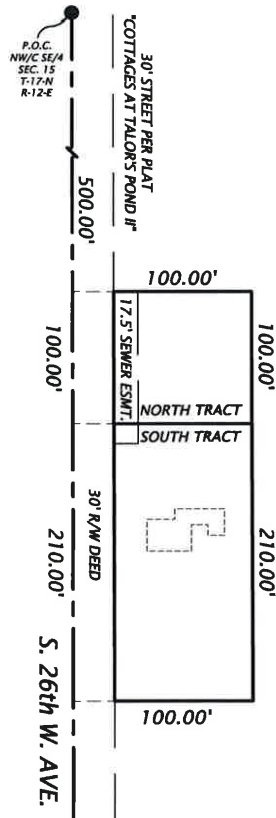
2023 West 111th Street Jenks, OK. 74037
OFFICE (918)840-4162 FAX (918)894-5248
darrellbible@gmail.com

Order No. 1709006
Client: Greg Ables



SCALE
1" = 80'

SEE "ATTACHMENT"
FOR LEGAL DESCRIPTION



Property address: 14727 South 26th West Avenue, Glenpool, Oklahoma

CERTIFICATE

I DARRELL BIBLE, PROFESSIONAL LAND SURVEYOR #1731 IN AND FOR THE STATE OF OKLAHOMA, HEREBY CERTIFY THAT THE ABOVE PLAT AND LEGAL DESCRIPTION REPRESENTS A SKETCH FOR A LOT SPLIT PERFORMED UNDER MY DIRECT SUPERVISION. THE ABOVE PLAT MAY BE SUBJECT TO EASEMENTS AND/OR RIGHTS OF WAYS OF RECORD. NO RESEARCH OF ABSTRACT OR RECORD OFFICES HAS BEEN CONDUCTED.

Darrell Bible

Darrell Bible
OKLAHOMA REGISTERED
LAND SURVEYOR NO. 1731
CA #6586 EXPIRES 6/30/2018
Final: 9-5-2017
Revised: 1/30/2018





MEMORANDUM

TO: HONORABLE MAYOR and CITY COUNCIL

FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR

RE: ACCEPTANCE OF GENERAL UTILITY EASEMENT DEDICATION

DATE: FEBRUARY 5, 2018

BACKGROUND

This item is for Council consideration and action regarding the acceptance of a General Utility Easement dedication of varying widths covering a certain tract of land located along, contiguous with, and parallel to the west property line of Elm Pointe Addition as illustrated on the attached documents. This easement is being dedicated to the public to provide for the installation of certain underground private and public utility service improvements extending from locations north of 141st street serving facilities being constructed within the Elm Pointe commercial development. The dedication of this easement will also facilitate the installation of various public and private utility services necessary to provide service to the second phase of the Elm Pointe project as well.

Staff Recommendation:

Staff has reviewed and approved the document format and content of this easement grant and is requesting Council approval and acceptance of this General Utility Easement dedication as submitted.

Attachments:

- A. General Utility Easement Dedication and Supporting Documents

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Tim Fox, Vice-Mayor Momodou Ceesay, Councilors: Patricia Agee, Brandon Kearns, and Jacqueline Lund
City Manager Roger Kolman, City Clerk Susan White
www.glenpoolonline.com

GENERAL UTILITY EASEMENT

That the undersigned, Elm Pointe Land, LLC, (Grantor), as the owner of the legal and equitable title of the following described real estate (Property), for and in consideration of the sum of TEN DOLLARS (\$10.00), and other good and valuable considerations, the receipt of which is acknowledged, does hereby grant and convey to the City of Glenpool, a Municipal Corporation (GRANTEE), an easement through, over, and across the following described Property:

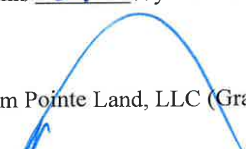
See Exhibit 'A' attached herewith and made a part of this easement grant:

for the purpose of permitting Grantee and Franchise Utility services thereon, through, over, or across said property, together with all necessary and convenient appurtenances thereto; to use and maintain the same; and affording Grantee and Franchise Utility service provider officers, agents, employees, and/or all persons under contract with either, the right of access to and upon said premises and strip of land for the purposes of surveying, excavating for, operating, repairing, and maintaining all such utility services and associated appurtenances.

The Grantee and Franchise Utility service providers are hereby given and granted the exclusive possession of said above described premises for the purposes aforesaid and Grantor, for itself and its heirs, administrators, successors, and assigns, covenants and agrees that no building, structure, fence, wall, or other above ground obstruction will be placed, erected, installed, or permitted upon the above described real estate; and further covenants and agrees that, in the event the terms of this paragraph are violated by the Grantor or other persons in privity with it, such violation will promptly be corrected and eliminated upon receipt of notice from the Grantee or Franchise Utility supplier, or the Grantee or Franchise Utility supplier shall have right to remove or otherwise eliminate such violation, and Grantor, its heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof.

TO HAVE AND TO HOLD such easement unto to the City of Glenpool (Grantee), its successors or assigns as aforesaid:

Dated this 21st day of December, 2017.

By:  (Grantor)

Name: _____ Member/Manager

C:\Users\matt-berke\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.I58VZ\Z\0M44\Elm Pointe General Utility Easement.doc

[illegible]

Before me, the undersign, a Notary Public, in and for said County and State on this the 21st day of December, 2017, personally appeared Timothy J. Remy to me known to be the identical person who subscribed as the maker to the foregoing as Owner (Grantor) and acknowledge to me that he executed the same as their his free will and voluntary act and deed for the uses and purposes there in set forth.

Name: Mona K. Burke
Notary Public



My Commission Expires:

5-19-19

ACCEPTED BY:

CITY of GLENPOOL
A Municipal Corporation

Dated this: _____, day of _____, 2017

By: _____
Mayor: Tim Fox

ATTEST:

Susan White
City Clerk

APPROVED AS TO FORM:

Lowell Peterson

C:\Users\compapdpc\AppData\Local\Microsoft\Windows\CurrentVersion\Content Advisor\770M4E16\Francis_General_Utilities_Fragment.doc

City Attorney

\\Fscc\mou\brake\Appl\m\l\acat\Microsoft\Windows\Font\ache\Content\Outlook\AQV72\g\M\J\in\Bonic_Georgel_Ultra\Leasement.docx

*ELM POINTE
PHASE 2*

PROPERTY DESCRIPTION:

A tract of land located in the Southeast Quarter (SE/4) of Section 12, Township 17 North, Range 12 East, of the Indian Base and Meridian, Tulsa County, State of Oklahoma, being more particularly described as follows, to-wit:

Commencing at the Southeast corner of the Southeast Quarter (SE/4) of Section 12, T-17-N, R-12-E; Thence S 88°32'21" W and along the South line of the Southeast Quarter a distance of 710.00 feet; Thence N 01°09'18" W a distance of 50.00 feet to the POINT OF BEGINNING; Thence continuing N 01°09'18" W, a distance of 610.00 feet; Thence N 88°32'21" E, a distance of 50.00 feet; Thence N 01°09'18" W, a distance of 400.00 feet; Thence S 88°32'21" W, a distance of 619.96 feet; Thence S 01°09'09" E, a distance of 1010.00 feet to a point on the North right of way line of East 141st Street South; Thence N 88°32'21" E, a distance of 570.00 feet to the Point of Beginning and containing 595,669.69 square feet, or 13.675 acres, more or less.

EXHIBIT 'A'

*ELM POINTE
GENERAL UTILITY EASEMENT*

*GENERAL UTILITY EASEMENT
DESCRIPTION:*

A tract of land located in the Southeast Quarter (SE/4) of Section 12, Township 17 North, Range 12 East, of the Indian Base and Meridian, Tulsa County, State of Oklahoma, being more particularly described as follows, to-wit:

Commencing at the Southeast corner of the Southeast Quarter (SE/4) of Section 12, T-17-N, R-12-E; Thence S 88°32'21" W and along the South line of the Southeast Quarter a distance of 710.00 feet; Thence N 01°09'18" W a distance of 50.00 feet to the POINT OF BEGINNING of Utility Easement: Thence continuing N 01°09'18" W, a distance of 610.00 feet; Thence N 88°32'21" E, a distance of 50.00 feet; Thence N 01°09'18" W, a distance of 400.00 feet; Thence S 88°32'21" W, a distance of 619.96 feet; Thence S 01°09'09" E, a distance of 22.00 feet; Thence N 88°32'21" E, a distance of 587.96 feet; Thence S 01°09'18" E, a distance of 360.50 feet; Thence S 88°32'21" W, a distance of 35.50 feet; Thence S 01°09'18" E, a distance of 627.50 feet to a point on the North right of way line of East 141st Street South; Thence N 88°32'21" E, a distance of 17.50 feet to the POINT OF BEGINNING.

EXHIBIT 'B'

ELM POINTE GENERAL UTILITY EASEMENT

OWNER:
ELM POINTE LAND, LLC
11063-D SO. MEMORIAL DR., #531
TULSA, OKLAHOMA 74133
CONTACT: TJ REMY
PHONE: 918-845-1106

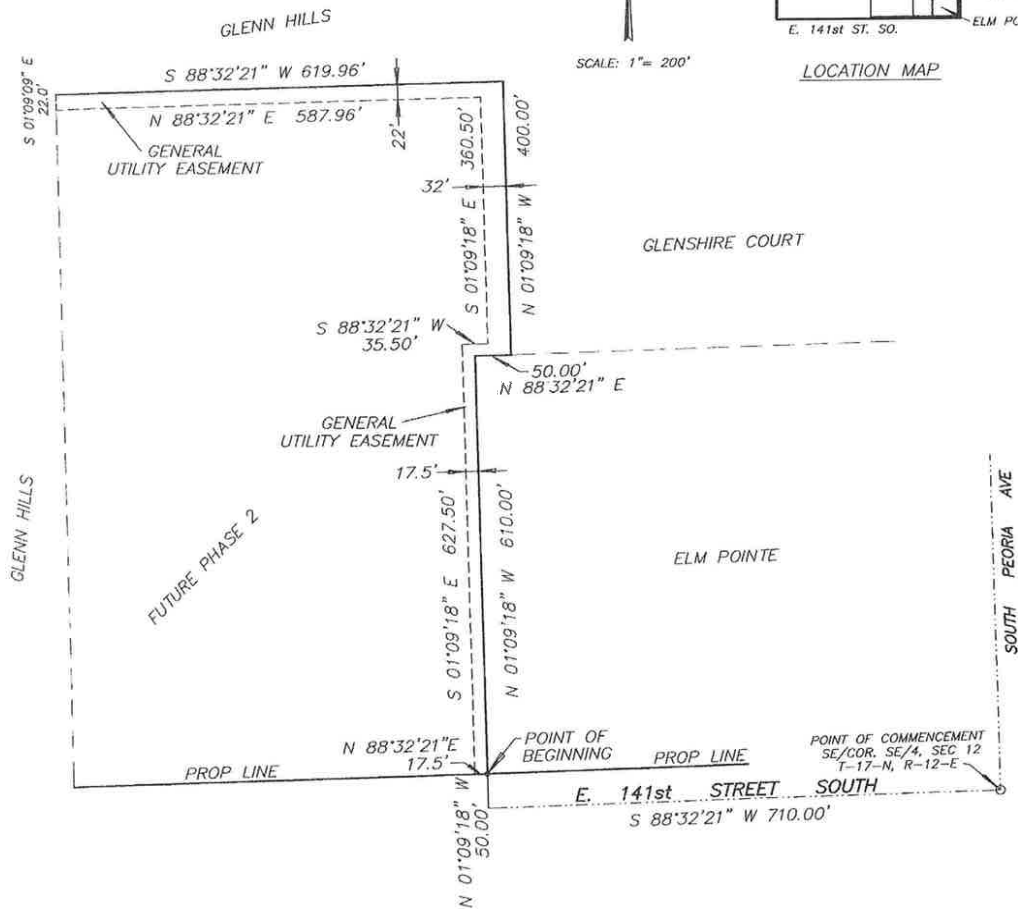
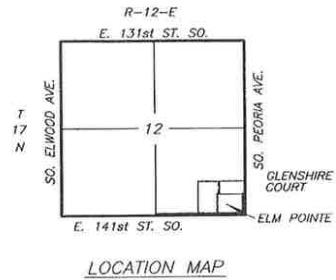


EXHIBIT 'C'



MEMORANDUM

TO: HONORABLE MAYOR and CITY COUNCIL

FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR

RE: ACCEPTANCE OF STORMWATER DETENTION EASEMENT
DEDICATION

DATE: FEB 5, 2018

BACKGROUND

This item is for Council consideration and action regarding the acceptance of a Stormwater Detention Easement covering a certain tract of land located adjacent to, but not contained within, the proposed subdivision plat of Elm Pointe Addition as illustrated on the attached documents. This easement is being dedicated to the public to provide access to and upon a certain stormwater detention facility being proposed and constructed to provide downstream stormwater management by mitigating the discharge from the Elm Pointe commercial project. The actual detention facility is to be privately owned and maintained by the developer of the Elm Pointe project. However, the dedication of this Stormwater Detention Easement will allow the City access for maintenance purposes should that type of access become necessary in the future.

Staff Recommendation:

Staff has reviewed and approved the hydrology and engineering hydraulic calculations associated with the anticipated storm water flow volumes to be contained and managed within the proposed easement area. Staff has also reviewed and approved the document format and content of the required easement grant and is therefore requesting Council approval and acceptance of this storm water Stormwater Detention Easement dedication as submitted.

Attachments:

- A. Stormwater Detention Easement Dedication and Supporting Documents

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Tim Fox, Vice-Mayor Momodou Ceesay, Councilors: Patricia Agee, Brandon Kearns, and Jacqueline Lund
Interim City Manager & City Clerk Susan White
www.glenpoolonline.com

STORMWATER DETENTION EASEMENT

STATE OF OKLAHOMA)
) SS
COUNTY OF TULSA)

That Elm Pointe CS, LLC, being the sole owner of all interests, both legal and equitable, in the following described property, to-wit:

See Exhibit A

KNOW ALL MEN BY THESE PRESENTS:

That the Undersigned; the owner(s) of the legal and equitable title to the legal description in Exhibit A situated in the City of Glenpool, Tulsa County, Oklahoma, for and in consideration of the sum of One Dollar (\$1.00), cash in hand, paid by the City of Glenpool, Oklahoma and other good and valuable considerations, receipt of which are hereby acknowledged, do(es) hereby dedicate to the public, forever, the following described property, to wit:

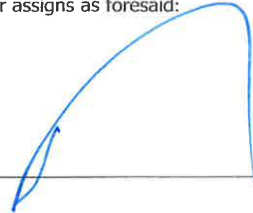
See Exhibit B

with right of ingress and egress to, from and upon the same, for the purpose of constructing, maintaining, operating, and replacing stormwater detention facilities and appurtenances.

The City is hereby given and granted the exclusive possession of said above described premises for the purposes aforesaid, and grantor(s), for him/her and their heirs, administrators, successors and assigns, covenant(s) and agree(s) that no building, structure, wall or other above ground obstruction will be placed, erected, installed or permitted upon the above described land; the stormwater detention facilities and appurtenances located thereon shall be maintained and kept clear of debris by the grantor(s), and further covenant(s) and agree(s) that in the event the terms of this paragraph are violated by the grantor(s) or any person in privy with them, such violation will be promptly corrected and eliminated immediately upon receipt of notice from City or City shall have right to remove or otherwise eliminate such violation, and grantor(s), his/her heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof.

TO HAVE AND TO HOLD such easement unto to the Public, its successors, or assigns as foresaid:

Dated this 8th day of January, 2018

By: 

Timothy J. Remy, Manager
Elm Pointe CS, LLC

Page 1 of 2

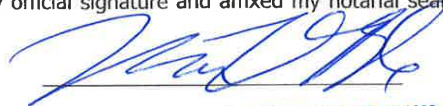
STATE OF OKLAHOMA)
) SS
COUNTY OF TULSA)

ACKNOWLEDGEMENT

Before me, the undersigned, a Notary Public in and for said County and State, this 8th day of January, 2018, personally appeared, Timothy J. Remy, to me known to be the identical person(s) who executed the foregoing instrument as its Manager and acknowledged to me that they executed the same as their free and voluntary act and deed for the purposes therein set forth.

IN WITNESS WHEREOF, I hereunto set my official signature and affixed my notarial seal the day and year last above written.

My Commission Expires: 5-19-19



ACCEPTED BY:

CITY OF GLENPOOL
A Municipal Corporation

Dated this: _____, day of _____, 20_____.

By: _____
Mayor: Tim Fox

ATTEST:

Susan White
City Clerk

APPROVED AS TO FORM:

Lowell Peterson

**ELM POINTE
PHASE 2**

PROPERTY DESCRIPTION:

A tract of land located in the Southeast Quarter (SE/4) of Section 12, Township 17 North, Range 12 East, of the Indian Base and Meridian, Tulsa County, State of Oklahoma, being more particularly described as follows, to-wit:

Commencing at the Southeast corner of the Southeast Quarter (SE/4) of Section 12, T-17-N, R-12-E; Thence S 88°32'21" W and along the South line of the Southeast Quarter a distance of 710.00 feet; Thence N 01°09'18" W a distance of 50.00 feet to the POINT OF BEGINNING; Thence continuing N 01°09'18" W, a distance of 610.00 feet; Thence N 88°32'21" E, a distance of 50.00 feet; Thence N 01°09'18" W, a distance of 400.00 feet; Thence S 88°32'21" W, a distance of 619.96 feet; Thence S 01°09'09" E, a distance of 1010.00 feet to a point on the North right of way line of East 141st Street South; Thence N 88°32'21" E, a distance of 570.00 feet to the Point of Beginning and containing 595,669.69 square feet, or 13.675 acres, more or less.

EXHIBIT 'A'

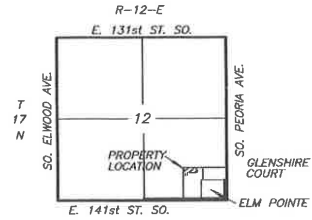
ELM POINTE
Exhibit B

Detention Easement Description

A tract of land located in the Southeast Quarter (SE/4) of Section 12, Township 17 North, Range 12 East, of the Indian Base and Meridian, Tulsa County, State of Oklahoma, being more particularly described as follows, to-wit:

Commencing at the Southeast corner of the Southeast Quarter (SE/4) of Section 12, T-17-N, R-12-E; Thence S 88°32'21" W and along the South line of the Southeast Quarter a distance of 1280.00 feet to a point; Thence N 01°09'09" W a distance of 1060.00 feet to the point of beginning; Thence N 88°32'21"E, a distance of 420.00 feet; Thence S 01°09'10" E, a distance of 153.21 feet; thence along a curve to the left with a radius of 50.00 feet, a length of curve of 35.03 feet, a chord distance of 34.31 feet and a bearing of S 63°02'14"W; thence S 88°32'21" W, a distance of 198.59 feet; thence along a curve to the left with a radius of 50 feet, a length of curve of 157.81 feet, a delta of 180°50'13" and a chord distance of 100.00 feet and chord bearing of S 43°41'35"W; thence S 01°09'09"E a distance of 8.99 feet; thence S 88°32'21"W a distance of 120.00 feet; thence N 01°09'09"W a distance of 247.50 feet to the Point of Beginning .

OWNER:
 ELM POINTE LAND, LLC
 11063-D SO. MEMORIAL DR., #531
 TULSA, OKLAHOMA 74133
 CONTACT: TJ REMY
 PHONE: 918-845-1106



LOCATION MAP

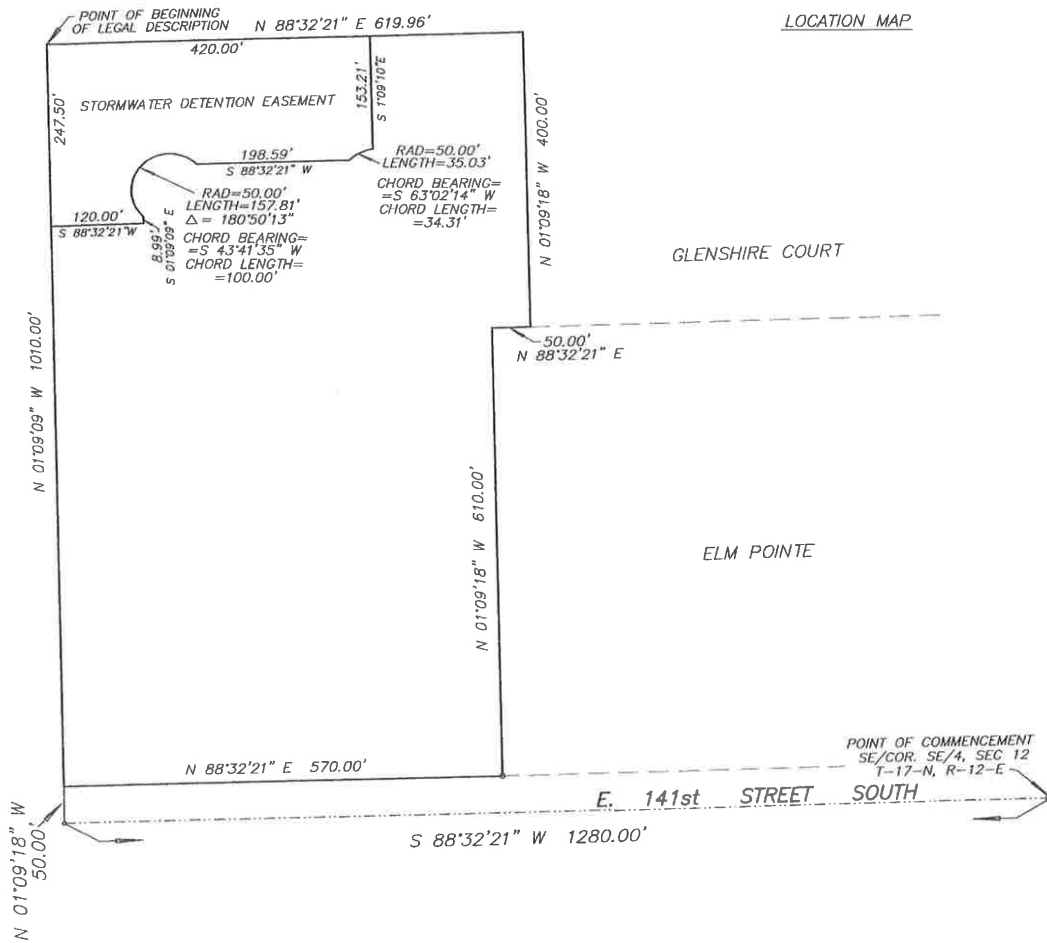


EXHIBIT C



To: Mayor and Council

From: David Tillotson, City Manager

Date: February 15, 2018

Re: Resolution #2018001

Background:

As Council is aware the contract with the Glenpool Soccer Club is on the agenda for approval, and the Club is ready to begin practicing and playing games on the new fields this season. Given that the beginning of the season is upon us, I believe it is time to finalize the name of the facility. After discussions with the Mayor, and among staff, we are proposing to designate the facility as the Glenpool Soccer Complex and in honor of Mr. Green's contribution to the soccer community in Glenpool, we are asking to name the fields the Urban Green Memorial Fields. These names are reflected in Resolution 2018001 that is before you this evening.

Staff Recommendation:

Staff recommends approval of Resolution 2018001.

Attachments:

- Resolution 2018001

**Glenpool City Council
Resolution No. 2018001**

**A RESOLUTION OF THE CITY OF GLENPOOL, OKLAHOMA DECLARING THE
CITY'S INTENT TO NAME THE SOCCER FACILITY "GLENPOOL SOCCER
COMPLEX" AND FOREVER MEMORIALIZE THE PLAYING FIELDS AS "URBAN
GREEN MEMORIAL FIELDS."**

WHEREAS, the Reverend Urban Green was recognized as the "Glenpool Citizen of the Year" in 2000 in part for his efforts to bring youth soccer to Glenpool through the formation of the Beeline Soccer Association in 1997; and

WHEREAS, Rev. Green inspired future generations of soccer players, coaches, and volunteers, continuing a legacy of youth soccer in Glenpool and South Tulsa County; and

WHEREAS, the recently completed soccer facility adjacent to the South County Community Center exists to provide a local, first-class facility to continue the growth of youth soccer in Glenpool and South Tulsa County.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Glenpool, Oklahoma that:

1. The youth soccer facility in Glenpool adjacent to the South County Community Center shall be named the Glenpool Soccer Complex.
2. In recognition of Rev. Urban Green's substantial contributions to the City of Glenpool and to youth soccer, the playing fields in the Glenpool Soccer Complex shall be dedicated as the Urban Green Memorial Fields.

APPROVED AND ADOPTED by the City Council of the City of Glenpool this 20th day of February 2018.

Timothy Lee Fox, Mayor

Attest:

Susan White, City Clerk

Approved as to Form:

Lowell Peterson, City Attorney



To: HONORABLE MAYOR AND CITY COUNCIL

From: Lowell L. Peterson, City Attorney
Lynn Burrow, Director of Community Development

Date: February 20, 2018

Subject: User Agreement between the City of Glenpool and the South County Soccer Club of Glenpool for operations of the Glenpool Soccer Fields

Background:

On September 9, 2003, in a special election, the electors of Tulsa County approved three propositions to fund capital projects to promote economic development, construct educational, health care and events facilities, and enhance community enrichment throughout the metro cities. The funding mechanism was a one-cent "Vision Sales Tax" that initially expired in January 2017. On April 5, 2016, Tulsa County voters approved the extension of a 0.05% sales tax through December 31, 2031. Use of the revenues generated by this additional tax is limited to projects named in the election resolution calling the special election, and similar projects should there be a surplus of funds collected over funds committed.

To facilitate oversight and implementation of the projects funded from this dedicated tax, Tulsa County formed the Vision 2025 Trust Authority (the "Authority"). The Authority's primary function is to review and recommend to the Board of County Commissioners projects to be funded with excess Vision Sales Tax monies. The Board of County Commissioners makes the final decision as to which projects are to be funded.

The non-Tulsa beneficiary constituents of the Authority approved an expedited commitment of funds in the amount of \$45,500,000 to complete the BOK Center and Cox Convention Center projects, thereby helping the City of Tulsa to achieve its economic development goals. In return, the Authority promised that the next \$45,500,000 in excess Vision Sales Tax would be allocated to the suburban cities to fund their own economic development projects.

The purposes and amounts toward which excess funds could be allocated included projects for education, health care and events facilities in the aggregate amount of \$16,502,470. The Authority allocated that amount to fund projects for the benefit of the beneficiary communities based upon the proportional population of each community residing in Tulsa County.

The proportionate share approved for Glenpool included \$978,762 for education, health care and events facilities. By Resolution No. 15-06-02, adopted June 1, 2015, the City Council approved and submitted the City's application for Vision 2025 Funding from Tulsa County, in the full amount of \$978,762 available, for capital funding of the City of Glenpool's proposed recreational and competitive regulation size soccer fields to be located on the premises of the

South County Recreation Facility at 13800 S. Peoria in Glenpool. (The Vision Authority also approved \$179,204 in funding for the Longhorn lift station and \$1,540,641 for the new elevated water storage facility project.)

By resolution adopted in February of 2016, the Vision Authority voted to approve Glenpool's application for excess Vision Sales Tax funding of the proposed soccer fields.

A precondition for issuance of the Capital Improvements Agreement for the soccer fields was approval and execution by the City and the County of a lease agreement for that portion of the South County Recreational Facility grounds to be dedicated to the soccer fields.

The Lease Agreement, executed by the City and the County on November 21, 2016, provided that the City could assign the lease, or sublet the premises as applicable, to a third party to be approved by Tulsa County.

South County Soccer Club

Upon concluding a search for a qualified entity to utilize and operate the Glenpool Soccer Fields and related improvements, City staff determined that the most competent eligible candidate is the South County Soccer Club of Glenpool, Oklahoma ("SCSC"), an Oklahoma non-profit youth sports organization incorporated under the requirements of 26 U.S.C. § 501(c)(3) and affiliated with Oklahoma's Green Country Soccer Association ("GCSA"). GCSA, in turn, is credentialed by the Youth US Club Soccer Association. Upon submission of a request by the City to the County for approval of the South County Soccer Club, the Tulsa County Director of Parks and the Tulsa County Attorney's office did their own verification of the capacity of SCSC to operate and maintain the Glenpool Soccer Fields.

The attached City of Glenpool/South County Soccer Club User Agreement for Glenpool-South County Soccer Complex will be presented for approval by the Board of County Commissioners on Tuesday, February 20, 2017, at 9:00 a.m., the same date as this presentation to the City Council.

Staff Recommendation:

Staff will be able to report at the City Council regular meeting on this date the decision of the County Commissioners. If, as expected, the User Agreement receives the necessary approval, Staff recommends that the Council approve the User Agreement, authorize the Mayor to sign it and direct Staff to proceed with its implementation for use of the Glenpool Soccer Fields.

Attachments:

- Proposed User Agreement between the City of Glenpool and the South County Soccer Club of Glenpool.

City of Glenpool/South County Soccer Club
User Agreement for Glenpool-South County Soccer Complex

This agreement ("**Agreement**") is between the City of Glenpool, an Oklahoma municipal corporation (the "**City**," acting herein by its **Community Development Department**) and the **South County Soccer Club** of Glenpool, Oklahoma, an Oklahoma non-profit youth sports organization incorporated under the requirements of 26 U.S.C. § 501(c)(3) or 501(c)(7), (the "**User**") for use of the Glenpool-South County Soccer Complex and for purposes set forth herein. This Agreement shall become effective upon approval and execution by a duly authorized representative of Tulsa County*, the Glenpool City Council and the South County Soccer Club (the "**Effective Date**"), as signified below.

* Tulsa County, as Landlord under that certain Lease Agreement by and Between Tulsa County Board of County Commissioners, Tulsa County, Oklahoma ("**Tulsa County**," or expressly in reference to said Lease Agreement, "**Landlord**"), and City Council, City of Glenpool, Oklahoma, Tulsa County, Oklahoma ("**City**," or expressly in reference to said Lease Agreement, "**Tenant**"), dated November 21, 2016. ("**Lease Agreement**" of property by Landlord to Tenant for use as Glenpool-South County Soccer Complex), has reserved the right to prohibit City, as Tenant thereunder, from permitting use of the Premises, as defined therein and herein, by any party other than the City, its agents and employees without the prior written consent of Landlord, and has been added as a non-party signatory to this Agreement solely to give evidence of such consent.

1. Background and Purpose

- A. The City leases from Landlord certain property located at 13800 S. Peoria, Glenpool, Oklahoma, situated on and a part of the premises of the South [Tulsa] County Recreational Facility ("**SoCo Rec Facility**"), for the use of two regulation-size soccer fields and related improvements as the Glenpool-South County Soccer Complex, as more fully described herein and in **Exhibit A** attached hereto and made a part hereof (the "**Premises**").
- B. The City desires to provide, and the User desires to operate, the Premises defined in section 2 of this Agreement to serve children in Glenpool and surrounding communities by providing recreational opportunities through a recreational and competitive soccer program ("**Soccer**").
- C. The purpose of this Agreement is to:
 - i. Provide the terms and conditions under which User may use the defined Premises for Soccer-related practice, league activities, tournament play and such other Soccer- related purposes as are consistent with the intent of this Agreement.
 - ii. Define operational and maintenance responsibilities.

- iii. Identify responsibility for costs.
- iv. Identify a process to provide improvements and upgrades to the Premises, as needed or appropriate.

2. Term of Agreement

- A. The initial Term of this Agreement shall extend from the Effective Date through June 30, 2018 (end of the City's fiscal year). The Agreement may be renewed, in the discretion of the parties, for successive fiscal year terms to commence July 1, 2018, and extend from July 1 through June 30 of each fiscal year following, so long as this Agreement is not terminated by one or both parties *and* each party gives notice to the other, by April 30 of the then current fiscal year, of its desire to renew this Agreement or enter a new agreement. Neither party shall have any obligation to extend or renew this Agreement, or subsequent agreements, beyond the June 30 expiration date.
- B. The City and User each reserve the right, without terminating this Agreement, to negotiate such amendments to the Agreement as may reasonably be necessitated by changing circumstances, provided that neither party shall waive its right to terminate this Agreement, and that such negotiations shall commence prior to April 30 of the then current fiscal year, and that any such amendments shall not be valid unless memorialized in a writing signed by both parties.
- C. Notwithstanding any other provisions of this Agreement, in the event of failure or refusal of either party to appropriate adequate and sufficient funds to fulfill its obligations under this Agreement during any fiscal year Term, this Agreement will thereby be rendered null and void without any further action required by either party.

3. Scheduling Requirements

- A. User understands and acknowledges that the Premises are owned and provided by public entities, including Tulsa County and the City, respectively, each of which has an obligation to ensure the most beneficial and efficient use of the Premises.

Therefore, User and City agree to the following:

- i. User will have authority to determine which Soccer teams and clubs utilize the Premises and User will have the authority over and responsibility for all Soccer players, teams and clubs utilizing the Premises.
- ii. User will be responsible for assuring that all recreational, competitive and academic (school-related) Soccer programs operate according to guidelines established and recognized by Soccer associations of the same or similar credentials as User.
- iii. City and Tulsa County acknowledge that User has exclusive usage of the Premises, throughout any term of this Agreement or a subsequent agreement.

- B. Scheduling of User Soccer events, and all schedule changes, will be coordinated with SoCo Rec Facility in accordance with its policies for submission, review, approval and posting of game/tournament/practice schedules.
4. Scope of License Granted
- A. User acknowledges that access to the Premises is intended solely to promote Soccer-related activities and User agrees that it shall not use, or permit the Premises to be used, for any other purpose without the prior approval of the City.
 - B. Because of the nature of competitive Soccer play, it is necessary for User to grant concurrent use of the Premises by invited affiliated users (i.e., other teams, leagues or Soccer-related organizations, “**Affiliated Users**”). User agrees that the indemnity provisions of this Agreement extend to use of the Premises by such Affiliated Users and accepts all liability for negligent or intentional acts of Affiliated Users.
 - C. The City will issue to User’s officer(s) and staff, as designated in writing, keys and/or lock combinations for necessary gates and doors to allow access to the Premises. The City will maintain a register of key assignments and any person issued a key will be responsible for ensuring that all facilities are secure upon departure of the Premises, not permitting unregistered persons to have or use keys, and return of all keys upon either termination of this Agreement or in the event such designated person’s status no longer requires use of the keys. There will be a \$5.00 replacement charge for each key lost and/or not returned. In the event User requests the locks at the Premises to be changed, User will bear all costs associated with the change.
 - D. The City or Tulsa County shall have the right to enter the Premises for any reasonable purpose to include, but not limited to, safety inspections and ensuring compliance of User with the terms and conditions of this Agreement. City and Tulsa County will attempt to coordinate any such action with User to minimize any interference with or disruption of scheduled Soccer events.
 - E. City agrees that User may charge admission fees or similar charges for entrance to all games. Admission and other revenue records shall be provided to City as part of User’s reporting requirement provided in section 10 of this Agreement.
5. User Fee/Damage Deposit
- A. The parties acknowledge and agree that no compensation and/or payment is due from either party to the other for the exercise of any rights or duties under this Agreement. Both parties are each responsible for their own obligations.
 - B. Notwithstanding the foregoing, User understands and agrees that some form of compensation, whether in the form of a User Fee or Damage Deposit may be required under future terms under this Agreement, or new agreements, to compensate City for the use of, or prospective damages to, the Premises. City

stipulates and agrees that, if such compensation is to be required, negotiation of the appropriate amount will begin no later than sixty (60) days prior to June 30th of the then current fiscal year term and will be memorialized in a written amendment to this Agreement.

- C. User will be responsible for all damages incurred by City and/or Tulsa County property situated on or off the Premises (including buildings, irrigation components, fences, signs, posts, gates, landscaping, roadways, walkways, playing fields, electrical, plumbing and mechanical systems, etc.), other than normal wear and tear, that are directly attributable to the actions of User or Affiliated User(s) volunteers, coaches, players, board members, or by the public during User or Affiliated User events. City shall notify User of any such damages promptly upon occurrence. User may correct the violation or repair such damages within thirty (30) days of such notification. If User chooses not to do so, then City shall repair the damage and send written notification to User detailing expenditures. User shall reimburse City for damage costs as applicable under this section.

6. Improvements (Installation and Ownership)

- A. Premises and all permanent fixtures thereto shall remain, for all purposes and throughout every term of this Agreement, the property of City, subject to its Lease Agreement with Landlord, and may not be modified, altered, or destroyed without the prior written permission of City.
- B. User shall not build or bring onto the Premises any improvements, structures or fixtures of any kind without prior written permission of the City and/or SoCo Rec Facility as applicable.
- C. User shall not make any alterations, modifications or permanent changes to City-owned or leased facilities on the Premises without the prior written permission of the City.
- D. User shall retain all rights of ownership of any temporary fixtures or personal property installed, stored or otherwise maintained on the Premises and belonging to User as of and following the Effective Date of this Agreement (the "Personal Property"), provided that written permission has been granted for installation of any such temporary fixtures. Upon expiration or termination of this Agreement, User shall have ninety (90) days in which to remove its Personal Property. User agrees that Personal Property not removed in that period shall become property of the City or Tulsa County, as applicable. Temporary fixtures that cannot be removed without damage to the Premises will be treated as permanent fixtures belonging to the City or Tulsa County, as applicable.
- E. User shall be responsible for all costs of repairing, maintaining and servicing all fixtures and Personal Property owned by User and maintained or stored on the Premises for benefit of the User.

- F. City and User may, in the discretion of, and by written separate agreement negotiated between, the parties, share in the cost of permanent fixtures or improvements that are determined to have a shared benefit to the User and the City. The amount of such shared cost, if any, will be set forth in such separately negotiated agreement. In the event of expiration or termination of this Agreement without renewal, ownership of any such fixtures or improvements shall also be established by such separate agreement.

7. Maintenance Responsibility and Schedules

A. User.

- i. User will have the responsibility for maintenance of the Soccer facilities at the Soccer Complex, except for specific services delineated to the City in section 7.B.
- ii. User will be responsible for laying out Soccer game and practice fields, marking Soccer fields, maintaining bleachers, goals, nets, operation of the concession facility for Soccer events, and keeping the grounds, concession facility, and restroom facilities clean.
- iii. User shall be responsible to provide on-going maintenance to such Personal Property, fixtures and improvements to the Premises as to which it claims ownership, or which are installed for its benefit and use within the Premises. User shall maintain these facilities in good condition, at its own cost and expense.
- iv. User shall inspect Premises immediately prior to and immediately after each use and shall immediately notify City of any damages or of any repairs that may be required. If any defect may threaten the safety or welfare of participants or the public, User shall not allow individuals to utilize Premises until the defective portion of Premises has been repaired or replaced. User shall be solely responsible for any replacements or repairs it authorizes or performs.
- v. User shall provide at its own expense any chalk, lime, paint or other supplies required to ensure that playing fields are in suitable condition for use.
- vi. City shall be responsible for stocking the restroom facilities, including all paper goods and cleaning supplies. User shall be responsible for cleaning the restroom facilities.
- vii. City will be responsible for providing and maintaining adequate trash barrels distributed throughout the Premises and for providing additional such receptacles as needed for special events. User will be responsible to collect trash and garbage from the barrels/receptacles and deposit the into dumpsters to be collected by the City, or its contractor, in accordance with the same schedule that applies to other commercial users in Glenpool.

- viii. This maintenance plan may be coordinated with Affiliated Users who share access to use of the Premises. The allocation of responsibility and adequacy of timing for compliance with the maintenance plan shall be the sole responsibility of User, regardless of any shared arrangements User and such third parties may negotiate.
- ix. User agrees to ensure that, when Soccer events are over, all buildings, windows, lockable areas and gates are properly secured, and all persons have left the Premises before leaving the Premises, and all electrical facilities (interior building lights, air conditioners, electrical devices, telephones, playing field lights, etc.) are turned off by the City curfew unless User obtains permission from the City to play beyond curfew. Curfew is set by City Ordinance and will be posted on the Premises.
- x. User agrees to take all reasonable precautions to prevent waste, damage or injury to Premises by User or by any team or individual under User auspices or by any member of the audience attending User events.

B. City.

- i. City shall provide the services and/or costs for services for on-going, scheduled maintenance to all aspects of the Premises other than upkeep of Personal Property, fixtures or Improvements belonging to User as outlined in section 7.A.
- ii. City, or SoCo Rec Facility as applicable, shall be responsible for improvements for the benefit of the public, including entrance gates, access road, parking lot, public restroom, concession stand, paved walkways, capital equipment, irrigation system and all grass covered areas, trees and shrubs (other than Soccer playing fields).
- iii. City shall provide water, sewer, trash hauling and electric utilities, and plumbing required for operation of the Soccer playing fields, concession stand and public bathroom. Any other utilities may be implemented by User at its sole expense.
- iv. City shall be responsible for stocking the restroom facilities, including all paper goods and cleaning supplies. User shall be responsible for cleaning the restroom facilities.
- v. Scheduled maintenance to be performed by the City shall include:
 - Mowing on a schedule set by the City during the growing season;
 - Trash removal; City dumpster(s) shall be emptied in accordance with the City's contracted schedule; and
 - Pruning of trees and shrubs shall be done annually.

- vi. City will assume all costs for the foregoing services, including the cost of repairing or replacing facilities owned by the City unless damaged by User or User's guests or invitees.

8. Utilities

City does now and will continue to pay for electricity, water, sewer and trash hauling utility services without charge to User. Any additional utilities, to include without limitation cable service and telephones, may be implemented at User's sole expense.

9. Concession Facility

- A. The concession facility and all physical fixtures or equipment of the concession facility, such as freezers, coolers, refrigerators, microwaves, popcorn maker, ice machine, and shelving, are and shall be property of the City and be stored/retained in the concession facility until the City directs User to remove them or directs their removal, provided that all perishable food items shall be removed from the concession facility upon expiration or at the end of the Soccer season, whichever occurs sooner. User agrees to remove any items of Personal Property upon termination of this Agreement or for other good cause, as determined by the City.
- B. User may, in its discretion, operate the concession facility during the term of this Agreement for the benefit of Affiliated Users or other third parties, but neither the City or User, under any circumstance, shall allow any Affiliated User or other third party to operate the concession facility. User remains responsible for compliance with all terms and conditions of this Agreement when serving concessions to a third-party user of the Premises to the same extent as though User was using the Premises; and User agrees to indemnify the City for all claims, damages and liability of any kind resulting from such third party's access to and use of the concession facility, except for intentional acts.
- C. User, or its contract vendor as applicable, may operate the concession facility only after obtaining all required food handler permits and submitting copies of said permits to City.
- D. User agrees to adhere to all Oklahoma State Department of Health, Tulsa County Department of Health, and City of Glenpool regulations or ordinances pertaining to said operations.
- E. User will receive all revenues from concession operations, and will be the sole provider, of concessions at Premises throughout the Term of this Agreement, whether during scheduled Soccer activities or during use of the Premises by a third party and shall secure the concession facility to prevent operations by

unauthorized third parties and acts of vandalism during periods when not in use by User.

- F. User may retain and use revenues collected from the sale of concessions for Soccer- related purposes, subject to any applicable sales tax obligation that may be due and payable in accordance with State law and subject to disclosure in the financial disclosure report required by section 10.B. If User claims exemption from local and/or State sales tax under provisions of Title 68 § 1357 of the Oklahoma Statutes, or otherwise, it will be the duty of User to maintain documentation of such exemption.)
 - G. Operation of the concession facility will require the presence on Premises of at least one User representative who holds a current Tulsa City- County Health Department food handler's permit and has attended the Tulsa City- County Health Department food handler's workshop.
 - H. User shall maintain product liability coverage for operation of the concession facility in an amount equivalent to at least the limits of the Oklahoma Governmental Tort Claims Act and shall name the City and Tulsa County as additional insured, all as provided in Section 13 of this Agreement.
10. Record-Keeping; Quarterly and Annual Financial Disclosure and Compliance Reports
- A. User shall maintain accurate accounts with correct entries of all income received and expenditures incurred in the operation of the Premises. The City reserves the right to audit such accounts in the event of a dispute deemed credible by the City Attorney.
 - B. User shall present to the City a start-of-term financial report by July 1 and an interim financial by no later than April 10 of each Term of this Agreement, in a form approved by the City Manager prior to presentation. The report will also give a summary of all activities undertaken by User in furtherance of User's obligations under this Agreement. Information contained in the financial disclosure and compliance report will be taken into consideration with respect to the decision of the City whether to renew the Agreement and, if so, on what terms and conditions.
11. Signage
- A. City and Tulsa County shall retain exclusive and plenary authority to allow or prohibit signs within the Premises. All sign proposals must be presented to and approved by City
 - B. City shall install and maintain any directional signs, identification signs or signs indicating applicable rules and/or local ordinances.
12. Coach Certification and Personnel

- A. User acknowledges that it is responsible for ensuring that all head coaches are properly trained and certified under the conditions and qualifying standards of the National Youth Sports Coaches Association [or other applicable credentialing group, subject to approval by City] and agrees that no head coach shall be allowed to participate in User-sponsored Soccer activities without such certification and all Soccer-specific credentials that are typically required in youth sports programs.
 - B. The parties acknowledge and agree that the activities contemplated by this Agreement will be provided in general or completely by volunteers. Paid staff or contract vendors may include, without limitation, umpires and concession operators.
 - C. City reserves the right to run a Criminal Background Check for youth sports managers, coaches or other User personnel.
13. Insurance; Indemnification; and Release of Claims
- A. Without limiting City's and Tulsa County's right to indemnification as provided in this Agreement, User agrees to maintain, at its expense, both general liability insurance coverage and product liability coverage in force and effect during the entire Term of this Agreement, each in an amount equal to or greater than the liability limits set forth in the Oklahoma Governmental Tort Claims Act and to produce a copy of such policy annually prior to allowing any use of the Premises. Each time this Agreement is renewed, City and Tulsa County reserve the right to review and adjust the minimum amount of insurance coverage required of User.
 - B. The City and Tulsa County, and their respective officials, representatives, agents and employees shall be named as additional insured on all required insurance policies, and each policy shall require that the City and Tulsa County be given ten (10) days written notice by each insurer before cancellation of any policy or reduction of coverage for any reason, including nonpayment of premium. The insurers shall have no recourse against City or Tulsa County for payment of any insurance premium.
 - C. User shall also require any vendors or contractors with which it conducts business related to the Premises to name the City and Tulsa County as additional insured on all policies covering operation of such business.
 - D. User shall submit such certificates of insurance and endorsements as required by this section to the City Attorney and to the District Attorney for approval prior to allowing any person, including but not limited to Soccer participants, to commence work or engage in any activities under this Agreement.
 - E. Any insurance benefit protecting City or Tulsa County against any loss relating to or arising out of this Agreement shall be made payable to City and/or Tulsa County as directed by either or both.
 - F. User hereby waives, on its own behalf and on behalf of its insurers, every claim for recovery from City and/or Tulsa County for all loss or damage to the extent that

the damage is covered by User's valid and collectible insurance policies. User agrees to give to each insurance company which has issued, or may issue in the future, policies of insurance, written notice of the terms of this waiver and to have said insurance policies endorsed as necessary.

- G. In addition to such insurance coverage, and not in lieu thereof, User shall indemnify, defend and hold harmless the City, Tulsa County, and their respective officers, agents, representatives, volunteers and employees against any and all liabilities, damages, injuries (including death), property damage (including loss of use), claims, liens, judgments, costs, expenses, suit, actions or proceedings of any nature whatsoever, including reasonable attorney fees, by reason of or arising out of any act, omission, negligence or misconduct of User or of any of its Affiliated Users, guests, invitees, members, volunteers, representatives, officers, agents, employees and contractors or subcontractors in performing or failing to perform any of its obligations under this Agreement. This indemnification provision shall exclude only such actions as arise directly and solely out of the negligence or willful misconduct of the City, its officers, agents, representatives, volunteers and employees, and in accordance with the terms, conditions and exceptions provided by the Oklahoma Governmental Tort Claims Act.
- H. If any judicial or non-judicial proceeding based upon such a claim, action, liability, loss, costs, expenses and damages is brought against the City or Tulsa County, User shall defend the same at its sole cost and expense; provided that, the City and Tulsa County retain the right to participate in said suit if any principle of governmental or public law is involved. If a final judgment is rendered against the City or Tulsa County or either of its respective officers, agents, and employees, or jointly or severally against the City and/or Tulsa County and/or User or any of their respective officers, agents, and employees, User shall satisfy such judgment in its entirety.
- I. User acknowledges and agrees that it shall be responsible for any damages occurring to City or Tulsa County property (buildings, irrigation components, fences, signs, posts, walkways, parking lots, gates, landscaping, roadways, Soccer fields, electrical, plumbing and mechanical systems) that are directly attributable to deliberate or negligent acts of User or Affiliated User volunteers, coaches, players, board members, or by the public during User events. User shall not be responsible for damages or vandalism occurring while User is not using the Premises, unless such damages or vandalism occurred because of User's failure to secure the Premises.

14. Participant Waiver

- A. User will require a parent or legal guardian of every participant in its Soccer program who is not an adult to sign a release form as consideration for participating in the program, that forever releases and discharges City and Tulsa County, and their respective officers, agents, employees, volunteers, successors

and assigns, of and from, all liability, claims or demands for any and all injuries to such participant or to any minor as to which the participant has lawful custody arising from any incident that may occur on or about the Premises.

- B. A release in the form provided by User and approved by the City and Tulsa County at Exhibit F attached hereto and incorporated herein shall be signed by a parent or legal guardian of every signed-up User participant and must be maintained by User throughout each Term of this Agreement. The City and Tulsa County reserve the right to request that a copy of such release be provided for verification.

15. Accident/Incident Reporting Requirement

- A. User shall submit to the City an accident/incident report form, approved by City, within three working days following any/all injuries, acts of vandalism, theft, or altercations of any kind. Documentation from police, fire, ambulance and/or any other emergency response service must be included if called upon to respond.
- B. It shall be the sole and exclusive responsibility of User to ensure that there are, on-site or within call range, emergency personnel qualified to respond appropriately to any emergency, including accidents, and User bears full liability for any failure to do so.

16. Default and Termination Provisions

- A. This Agreement shall be subject to termination upon the abandonment of Premises for a period of thirty (30) days.
- B. This Agreement may be voluntarily terminated by either of User or City following thirty (30) days' written notice of either party's intention to terminate.
- C. This Agreement may be involuntarily terminated by City following User's failure to keep, perform and observe all promises, covenants, conditions and agreements set forth in this Agreement, provided that City shall serve User written notice and thirty (30) days to correct any default, and further provided that such time limit may be extended in the manner and to the extent allowed by City, where fulfillment of such obligation requires activity over a period of time and User has commenced to perform whatever may be required to cure the default and continues such performance diligently. City has sole discretion as to defining a material provision and whether, or how, to permit cure of any default.
- D. The right to terminate this Agreement upon default of User shall not be exclusive and is in addition to any other rights and remedies provided by law or under this Agreement.

- E. Any waiver of any breach of any one or more of the covenants, conditions, terms and representations herein contained shall not be construed to be a waiver of any subsequent or other breach of the same or of any other covenant, condition, term or representation contained in this Agreement, nor shall failure to require exact, full, and complete compliance with any of the covenants, conditions, terms or representations herein contained be construed as in any manner changing the terms of this Agreement or estopping City from enforcing the full provisions thereof.
- F. In the event of substantial or total destruction of the Premises from any cause, either party may declare this Agreement terminated if repairs or restoration cannot be effectively accomplished within thirty (30) days of the loss at a reasonable cost, with reasonableness of said costs being within the sole judgment of City. If the Premises are repaired or restored by User at the sole expense of User or at the expense of insurance carriers, this Agreement shall not be terminated.
- G. After the termination of this lease for any reason, User may apply to the City within ninety (90) days of said termination date to remove any Personal Property or fixtures that have been built solely with User funds and the City shall decide whether to agree to this.

17. Miscellaneous

A. Notice Provision.

Each party shall designate one or more representatives who shall be responsible for the administration of this Agreement.

Any notice, demand, communication, consent, submission of information, request for permission to undertake any act or any other transaction or exchange required or permitted by this Agreement or by law (collectively, "Notice") shall be in writing. Service of such Notice shall be complete upon verified delivery to either party's designated representative and shall be deemed effective for all purposes under this Agreement as though delivered directly to such Party.

Verified delivery may be made by depositing such Notice in the U.S. Mail or other generally recognized postal service; certified mail with return receipt requested; or by personal delivery to the other party, through its designated representative.

Receipt of any such Notice may be presumed upon personal delivery or after three days following mail delivery.

The parties' initial designated representatives shall be as follows:

City of Glenpool
Lynn Burrow, Director
Community Development Department
City of Glenpool

12205 S. Yukon Avenue
Glenpool, Oklahoma 74033
Telephone: (918) 209- 4613

South County Soccer Club
James Willhite, President
South County Soccer Club
P.O. Box 406
Glenpool, OK 74033
(918) 724-2327

B. Choice of law and venue

This Agreement has been and shall be construed as having been made, executed and delivered in the State of Oklahoma. It is mutually understood and agreed by both parties that this Agreement shall be governed by the laws of the State of Oklahoma. Venue shall be Tulsa County, Oklahoma.

C. Compliance with all federal, state, local laws

User agrees, in all its activities pertaining in any way to performance under this Agreement, to abide by, uphold and adhere to all City and Tulsa County rules, regulations and ordinances, regulations and laws of the State of Oklahoma and any applicable federal laws or regulations.

D. Non-discrimination provision

User agrees not to discriminate in providing its services, and shall provide such services, without regard to race, color, nationality, age, religion, disability, gender or sexual identity. Notwithstanding the foregoing, User shall be required only to make such reasonable accommodations to disabled person(s) seeking such services as are required by law.

E. Entire agreement

This Agreement constitutes the entire agreement of the parties and contains all obligations and representations of the parties with respect to the subject matter covered herein, and no prior agreement of any kind shall be effective to the contrary.

F. Severability

If any section or provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, only such section or provision shall be stricken from this Agreement. Such invalidity or unenforceability shall not extend to or affect any other sections or provisions hereof, and all remaining sections and provisions of this Agreement shall continue in full force and effect, to the extent allowed by law.

G. Authority to sign

The parties, and Tulsa County as third-party beneficiary, represent that their respective signatories are fully and duly authorized members, officers or agents of City, Tulsa County and/or User, as applicable.

H. Amendment provisions

No section or provision of this Agreement may be modified, altered, added to or amended, and no such modification, alteration, addition or amendment shall be valid unless made in writing and formally approved and executed by the duly authorized agents of both parties.

I. Assignment to third parties

Neither this Agreement, nor any of the rights, duties or obligations hereunder, shall be sold, assigned, alienated or encumbered by either party. Any attempt to sell, assign, alienate or encumber this Agreement, or the Premises as defined herein, by either party shall be cause for immediate termination of this Agreement.

J. Counterparts

This Agreement may be executed in several counterparts, each of which shall be deemed an original, but which collectively shall constitute one and the same Agreement.

18. Checklist of Documents Required as Condition of Performance (attached as Exhibits)

- A. Lease Agreement by and Between Tulsa County Board of County Commissioners, Tulsa County, Oklahoma ("**Tulsa County**," or expressly in reference to this Lease Agreement, "**Landlord**") and City Council, City of Glenpool, Oklahoma, Tulsa County, Oklahoma ("**City**," or expressly in reference to this Lease Agreement "**Tenant**"), dated as of November 21, 2016. (Lease of Premises by Tulsa County to City of Glenpool, "**Lease Agreement**"), including legal description of Premises.
- B. Copy of all required health department permits and any other licenses or permits required by law.
- C. Schedule of all practices, games and tournaments, to the extent known and as shall be supplemented.
- D. Board member roster and staff contact list.
- E. General liability and product liability insurance declaration pages identifying City and Tulsa County as additional insured.
- F. Form of User Participant Release.
- G. IRS 501(c)(3) Tax-Exemption Certificate

19. Consent of Tulsa County to Agreement as Condition Precedent

Tulsa County, as Landlord under the Lease of the Premises by the City of Glenpool for use as Glenpool-South County Soccer Complex, has reserved the right to prohibit the City from permitting use of the Premises by any party other than the City, its agents and employees without the prior written consent of Tulsa County.

Tulsa County has been added as a non-party signatory to this Agreement solely to give evidence of such consent. City and User expressly recognize and acknowledge Tulsa County as third-party beneficiary to this Agreement, while assuming no obligations or liability hereunder.

The City and User expressly understand and agree that this Agreement is invalid, void and of no effect unless and until executed below by a duly authorized signatory for Tulsa County.

IN WITNESS WHEREOF, City and User have adopted and caused this Agreement to be executed in their respective names by their duly authorized officers and have thereby caused this Agreement to be effective as of the date last executed by a duly authorized signatory for either party or for Tulsa County.

CITY OF GLENPOOL, OKLAHOMA

By _____
Timothy Lee Fox, Mayor

Date

Attest:

Susan White, City Clerk

Seal

Approved as to Form:

Lowell Peterson, City Attorney

SOUTH COUNTY SOCCER CLUB

Name:
Duly Authorized Representative

VERIFICATION

State of Oklahoma)
) ss.
Tulsa County)

Before me, a notary public, on this ____ day of _____, 20__, personally appeared _____ known to me to be the _____ [title] of the _____ [User] and to be the identical person who executed the within and foregoing instrument, and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed for the uses and purposes therein set forth.

My Commission Expires:

Notary Public

TULSA COUNTY

As of the ____ day of _____ 2018, Tulsa County has found that the foregoing Agreement of the City of Glenpool, as Tenant under the Lease Agreement by and Between Tulsa County Board of County Commissioners, Tulsa County, Oklahoma ("**Landlord**") and City Council, City of Glenpool, Oklahoma, Tulsa County, Oklahoma ("**Tenant**"), dated November 21, 2016, (the "**Lease Agreement**") with the User defined therein is in substantial compliance with Article 5, Section 5.1 of the Lease, which requires that:

Tenant shall not:

- (a) assign or in any other manner transfer this Lease or any estate or interest therein;
- (b) permit any assignment of this Lease or any estate or interest therein by operation of law;
- (c) sublet the Premises or any part thereof;
- (d) grant any license, concession, or other right of occupancy of any portion of the Premises without written consent of Landlord; or
- (e) permit the use of the Premises by any parties other than Tenant, its agents and employees, without the prior written consent of Landlord, which consent shall not be unreasonably withheld or delayed.

THEREFORE, by the authorized signature below, Tulsa County hereby gives its consent to the foregoing City of Glenpool/South County Soccer Club User Agreement for Glenpool-South County Soccer Complex, as executed or to be executed by the parties thereto.

Chairperson
Tulsa County Board of County Commissioners
[or other authorized signatory]

Date

Attest:

_____, County Clerk

Seal

Approved as to Form:

_____, Assistant District Attorney

Exhibit A

Lease Agreement by and Between Tulsa County Board of County Commissioners, Tulsa County, Oklahoma ("Landlord") and City Council, City of Glenpool, Oklahoma, Tulsa County, Oklahoma ("Tenant"), dated as of November 21, 2016. (Lease of Premises by Tulsa County to City of Glenpool), including legal description of Premises.
[Attached]

Exhibit B

Copy of all required health department permits and any other licenses or permits required by law.
[Attached]

Exhibit C

Schedule of all practices, games and tournaments, to the extent known and as shall be supplemented.
[Attached]

Exhibit D

Board member roster and staff contact list.

South County Soccer Club
Contact Information

Title	Name	Email	Phone
President	James(Jamie) Willhite	Southcountysoccerclub@gmail.com	(918)724-2327
Vice-president	Anna Grayson	anna2lamb@yahoo.com	(918)734-2861
Secretary	Pashey Willhite	Southcountysoccerclub@gmail.com	(918)637-8434
Treasurer	Amy Martinez	agdk13@gmail.com	(605)393-5215
Registrar	Alyssa(Paige) Toothman	AlyssaToothman@yahoo.com	(918)807-3738

Exhibit E

Insurance declaration pages identifying City and Tulsa County as additional insureds, covering general liability and product liability, attached.

Exhibit F

Form of Participant Release.

MEDICAL TREATMENT AUTHORIZATION AND LIABILITY WAIVER

I swear or affirm that I am the _____ [parent/legal custodian/other] of _____ [name of applicant/participant], a minor, and that there is no limitation on my lawful authority to execute this authorization and waiver on such minor's behalf. I hereby give my consent to have an athletic trainer, coach, team manager, emergency medical technician, nurse, medical treatment facility, and/or doctor of medicine or dentistry and their associated personnel provided the applicant/participant with such medical assistance and/or treatment as they deem necessary in connection with any accident or injury incurred while participating in, or in any way related to (including transportation to or from), any event sponsored by South County Soccer Club and agree to be financially responsible for the cost of such assistance and/or treatment, holding South County Soccer Club, the City of Glenpool and Tulsa County harmless and without liability for any part of such cost. I understand such assistance and/or treatment for accident or injury will be based on information provided herein. I further authorize emergency transportation of the applicant/participant to a medical treatment facility should an individual listed above consider it to be warranted.

I recognize the possibility of physical injury (such as, without limitation, concussion, broken bone, eye injury) associated with soccer, with transportation to and from soccer events and with medical transport, and hereby release, discharge, hold harmless and otherwise indemnify South County Soccer Club, US Club Soccer, their sponsors, the USSF and its affiliated organizations, the City of Glenpool, Tulsa County and the employees and associated personnel of these organizations, against any lawsuit, claim or damages on behalf of the applicant/participant named above as a result of that player's participation in any US Club Soccer or related programs except any lawsuit, claim or damages caused by the negligence or intentional act of any of the above persons or entities.

Exhibit G

IRS 501(c)(3) Tax Exemption Certificate attached.



To: Mayor and Council

From: David Tillotson, City Manager

Date: February 15, 2018

Re: Compensation Study

Background:

The City undertook, with the assistance of Paypoint HR LLC, a comprehensive compensation study. This study was designed to review our employee salaries, compare them to similar positions in other communities, and make recommendations to the Council and staff on the state of our current pay scale as compared to the market and opportunities to adjust that scale should the Council desire. At the Council meeting, Rick and Karin Campbell, the representatives from Paypoint, will brief you on their findings and answer any questions you may have. To keep costs on this project from increasing at this late stage the contractors have agreed to meet with the Council through a video-conferencing format. We will have copies of their presentation for you in paper format, so you can follow along with their online presentation. There is no action required from the Council at the meeting Tuesday night. This presentation is simply a walk-through of the findings including a time for questions. The study and its findings will be taken up further at a later date to determine what changes, if any, the Council desires to make to our current compensation system.

I want to thank Susan White and Debbie Pengelly for their work on this project. They have shepherded this study through various permutations and kept the project moving forward during the city manager search process.

Staff Recommendation:

There is no action to be taken on this item at this time.

Attachments:

- Compensation Study

Rev A



City of Glenpool
12205 S. Yukon Avenue
Glenpool, Oklahoma 74033

Compensation Study



Paypoint HR, LLC
695 Santa Maria Lane
Davidsonville, MD 21035
(443) 336-4272
(443) 926-9930 FAX

Submitted on
January 31, 2018

Table of Contents

A. Executive Summary	3
B. Recommendations	6
Salary Recommendations	7
Non-Salary Recommendations	8
Benefit Survey	10
C. Introduction	16
Scope of Work	16
Methodology	17
D. Summary of Classification Survey Findings	20
Focus Groups	20
E. Public Comparators	33
F. Benchmark Positions	40
G. Current Salary Schedules	41
H. Compensable Factor Score from Position Vantage Point	44
I. External Market Comparison	47
J. Proposed Salary Schedules	58
General Employees	58
Salary Review Computation (Example)	61
IAFF Local 2990	62
FOP Lodge 133	63
K. Recommended Reclassifications	64
L. Recommended Salary Adjustments	65
M. Additional Items	70

List of Tables

Table 1 - Communities in Proximity to Glenpool.....	34
Table 2 - Communities in Proximity to Glenpool (Sorted Alphabetically).....	34
Table 3 - Economic Data of Glenpool and Comparators	35
Table 4 - Variances of Comparators	37
Table 5 - Benchmark Positions	40
Table 6 - General Employee Salary Schedule.....	42
Table 7 - IAFF Local 2990 Salary Schedule.....	43
Table 8 - FOP Lodge 133 Salary Schedule	43
Table 9 - Compensable Factor Score	45
Table 10 - Positions Compensated Substantially Below Market (% Diff < -10%)	47
Table 11 - Positions Compensated Below Market (-10% < % Diff < -5%)	48
Table 12 - Positions Compensated Near Market (-5% < % Diff < +5%).....	48
Table 13 - Positions Compensated Above Market (+5% < % Diff < +10%)	48
Table 14 - Positions Compensated Substantially Above Market (% Diff > +10%)	48
Table 15 -External Market Comparison for General Employees	49
Table 16 -External Market Comparison for Fire Department Employees	56
Table 17 -External Market Comparison for Police Department Employees.....	57
Table 18 - Proposed General Salary Schedule	59
Table 19 - Proposed General Salary Schedule (Expanded).....	60
Table 20 - Proposed Performance Matrix.....	60
Table 21 - Proposed IAFF Local 2990 Salary Schedule.....	62
Table 22 - Proposed FOP Lodge 133 Salary Schedule.....	63
Table 23 - Recommended Reclassification	64
Table 24 - General Employee Salary Adjustments	66
Table 25 - IAFF Local 2990 Salary Adjustments	68
Table 26 - FOP Lodge 133 Salary Adjustments.....	69

A. Executive Summary

Paypoint HR is pleased to present this Compensation Study to the City of Glenpool, Oklahoma. The initial kick-off meeting with the project team was held on April 17, 2017 and a final report will be presented to the Mayor and City Council on a date to be determined.

The intent of the Executive Summary is to give an overview of the most important issues and opportunities identified by the consulting team during the study. The reader is highly encouraged to read the document in its entirety to gain an understanding of the recommendations within the report. The study takes into consideration both short and long-term concerns. Paypoint HR has identified opportunities, but it is up to the City of Glenpool's City Council to determine which are most appropriate and the timing of implementation.

Comprehensive surveys like this establish a credible pay structure that is fair for the work completed and strategically positions the Client competitively in the labor market. The desired result is the improved ability to attract and retain quality staff at all levels that perform at optimal levels to meet the growing demands of the community.

The specific purpose of this review is to develop a strategic plan to ensure that the City of Glenpool is externally competitive, internally equitable, and fiscally sound. The intent is to have a pay plan that is easily maintained in order to accommodate changes in the economic factors that impact pay structures, future changes in job duties and / or structure, and any emerging trends in total employee compensation.

Paypoint HR was tasked with the preparation and evaluation of the City's current compensation plan covering its approximate 83 Full-time and 3 part-time employees in roughly 52 job classifications. Employees from both the Fraternal Order of Police Lodge 133 (FOP Lodge 133) and International Association of Fire Fighters Local 2990 (IAFF Local 2990) were included in the study.

The study took into consideration the duties, responsibilities, education requirements, and other relevant factors of each of the City's classifications. Job descriptions were revised, and new job descriptions were created where necessary based on the findings from the Position Vantage Point (PVP) job analysis questionnaire. Pursuant to the City's request, the local labor market was surveyed to ensure that the overall package of compensation and benefits is competitive. Pay ranges were created along with recommendations concerning ongoing pay adjustments, ongoing pay scale maintenance, future market adjustments, demotions, and promotions.

Major milestones for the project included:

- An initial onsite kick-off meeting with members of the Glenpool project team.

- Glenpool Project Team:
 - City Manager, Roger Kolman (replaced by Susan White, David Tillotson)
 - Human Resources Director, Deborah Pengelly
- Briefing sessions were held onsite over a two-day period with employees from all departments to discuss the scope of work, their roles, and to review the job analysis questionnaire.
- A total of 46 job analysis questionnaires were completed by the City's employees either on a custom website created specifically for Glenpool or via a paper copy.
- The paper versions of the PVP responses were manually entered into a central database and a new manager review website was created. The manager website gave supervisors access to evaluate a copy of employee responses and give their own response to the same questions
- The internal review of job family classifications was completed using the organization chart, PVP responses, and job descriptions. The purpose is to provide a better understanding of job responsibilities within professional work units or vocations to develop career paths from the lowest to highest level job.
- External Market Comparators were vetted using economic and demographic data to determine which comparators were most like Glenpool and to ensure validity.
- Internal positions were reviewed, and benchmark positions were selected for inclusion in the external survey. While all positions were considered in the final report, the number of positions included in the external survey was representative of the organization to improve the likelihood of participation. A greater number of participants in a study improves the subsequent validity of findings.
- Paypoint HR conducted 15 onsite focus groups with approximately 100 employees from all departments by their peer categories over a two-day period. The purpose of the focus groups was to gain a better understanding of the existing plan and areas of possible improvement.
- The external market survey was sent out to comparators and responses were collected with a high response rate (5-10% is typical).

Respondents - 11 of 40 (28%)

- Bartlesville
- Bixby
- Coweta
- Grove
- Guthrie
- Jenks

- Owasso
 - Ponca City
 - Sand Springs
 - Sapulpa
 - Shawnee
- A draft report was generated for the Project Team.
- Feedback from the draft report review was incorporated, where appropriate, into the Final Report for presentation to the City Council.

Paypoint HR would like to express its gratitude to the Glenpool Project Team, those involved in the scheduling of briefing sessions/focus groups, and those who participated in the PVP survey for their assistance. We have a great respect for the City of Glenpool and all of its employees.

B. Recommendations

Lower turnover rates, the ability to attract a better pool of job candidates, and improved morale are examples of positive benefits of introducing an internally and externally equitable classification and compensation system.

Having excellent staff is key to successful organizations. It is important for the City of Glenpool to retain a highly qualified work force by providing a transparent, fair, fiscally responsible and competitive compensation program. It is equally important, that the City not overpay positions. The proposed implementation plan carefully balances these two considerations.

As an independent contractor, Paypoint HR has taken an unbiased assessment of the organization and compiled its findings and recommendations in this report. These recommendations are presented as opportunities for the City to provide the highest levels of service to the community in a fiscally responsible way.

Our recommendations address both external (market) and internal (job responsibility) equity issues. The recommendations in the report accomplish the following:

- Brings about internal equity for employees in consideration of time in position;
- Standardizes the salary plan for internal administration;
- Provides a simple, easy to understand plan for employees;
- Addresses any salary that is above or below the market range; and
- Allows for simplification of future pay structure adjustments to accommodate for market changes.

These recommendations achieve the maximum amount of internal equity without reducing the pay of any employee. The recommendations also ensure that Glenpool will remain a good steward of its service programs and the budget that supports them.

Once the recommendations are put in place, the City should experience full equity as new hires are brought on and the City experiences normal attrition.

Below are recommendations for updates to the existing pay plans along with their associated costs. The City of Glenpool should use the fiscal impact of these recommendations to assist in prioritizing and planning for future budgets. The salary recommendations are listed in order by what Paypoint HR considers to be of greatest need.

Salary Recommendations

1. Raise the salary of positions that are below the Living Wage for Tulsa County, first, that were not included in the study, i.e., Volunteer Fire Firefighters.
2. Raise the salary of Part-Time positions that are *substantially* below market, second, at a cost of \$10,562.
 - 2 Event Coordinators (\$10,562 total).
3. Raise the salary of Full-Time positions that are *substantially* below market and earn below the median household income of \$59,444 (\$28.58/hr) for Glenpool, third, at a cost of \$227,023.
 - 1 Administrative Assistant Community Development (\$11,980),
 - 1 Animal Control Officer (\$6,560),
 - 1 Building Maintenance Technician (\$5,128),
 - 1 Code Enforcement Officer (\$9,662),
 - 1 Deputy Court Clerk (\$4,373),
 - 6 Emergency Communications Dispatcher / Jailer (\$34,110 total),
 - 1 Finance Clerk / Administrative Assistant (\$7,745),
 - 1 Finance / Payroll Clerk (\$11,930),
 - 2 Meter Readers (\$8,043),
 - 1 Plant Supervisor (\$10,939),
 - 1 Streets & Parks Superintendent (\$16,727),
 - 5 Streets & Parks Laborers (\$26,328 total), and
 - 1 Utility Billing Supervisor (\$6,099).
 - 7 Firefighters (\$42,454 total),
 - 2 Corporals, Fire (\$12,320 total), and
 - 2 Drivers (\$12,624 total).
4. Raise the salary of Full-Time positions that are *substantially* below market and earn above the median household income of \$59,444 (\$28.58/hr) for Glenpool, fourth, at a cost of \$94,697.
 - 1 City Planner (\$10,528),
 - 1 Community Relations Director / Conference Center Director (\$12,225),
 - 1 Community Development Director (8,722),
 - 1 Deputy Fire Chief (\$9,410),
 - 1 Human Resource Director / Admin. Assistant to City Manager (\$28,326),
 - 1 Public Works Director / Admin. Assistant to City Manager (\$10,309), and
 - 1 Water and Sewer Superintendent (\$24,586).

5. Raise the salary of Full-Time positions that are below market and earn below the median household income of \$59,444 (\$28.58/hr) for Glenpool, fifth, at a cost of \$29,088.
 - 1 Building Official (\$4,003), and
 - 1 GCC Operations Coordinator / Community Relations Director (\$3,057).
 - 3 Lieutenants, Fire (\$11,140 total), and
 - 3 Captains (\$10,888 total).
6. Raise the salary of Full-Time positions that are below market and earn above the median household income of \$59,444 (\$28.58/hr) for Glenpool, sixth, at a cost of \$26,021.
 - 1 City Attorney (\$6,999), and
 - 1 Fire Chief (\$7,675).
 - 3 Captains (\$11,347 total).
7. Adjust the salaries of positions that are near market with normal-salary adjustments.
8. Discontinue making-salary adjustments to the salaries of positions that are above or *substantially* above market until compensation is near market.

Non-Salary Recommendations

Paypoint HR understands that making changes in any organization is not easy. We compiled the following recommendations for Glenpool, but it is up to the City Council, City Manager, and staff to implement and accept them:

- Utilize the job description that were updated as a result of this study using the Position Vantage Point (PVP) responses.
- Using the PVP, Compensable Factor Score (CFS) Job Description, and Classification Policy Manual to educate staff on the process for reclassification of positions and career ladders. In the future, the CFS system will help to objectively reclassify positions that have experienced a substantial change as well as newly created positions.
- Create a library of job descriptions that is easily accessible for all employees.
- Communicate Glenpool's mission, vision, and values. It is critical for leadership to set clear goals for the staff. Good leadership is the key to any successful organization.
- Incorporate an "employee" element in the overall goals. ***Suggestion*** "Through innovative team collaboration and a culture of caring, enhance the efficiency of operations in the areas of..." A culture of caring does not occur overnight but is

attainable. The first step in the process is in having an environment that fosters two-way communication. Exemplary leaders establish ground rules that project throughout the organization by setting good examples. Tools that identify different communication styles of the members on your team would be a good start. Paypoint HR has access to DISC assessment tools and training in the event the City would like to implement such a program.

- Implement a performance incentive plan using a 360° tool. These tools allow for feedback on individual performance from the employee, their peers, and supervisors. This helps to mitigate favoritism and promotes teamwork.
- Where appropriate, Glenpool could use individualized goals such as completion of language learning programs. Examples of language learning programs are; Rosetta Stone, Open English, and Memrise.
- Hold more frequent meetings at the different facilities and include all employees. Offer incentives for participation in meetings like raffles, gift cards, and candy.
- Glenpool would be best served with a pro-active approach to facilities, grounds, transportation, and utilities (including Utility Billing). Effective operations promote safety and prevent unnecessary equipment breakage and employee turnover. Ensure there is staffing available to change filters, certify equipment safety, and replace broken or damaged items on a preset schedule.
- Skilled professionals, in Community Development, the City Clerk's office and Facilities should be focused on what they are hired to do. Daily administration and reporting tasks should be assigned to office personnel. If the administrative staff is not available, it may be worthwhile to consider hiring entry level personnel to pick up the tasks.
- Determine if it makes sense to staff to research grant opportunities, apply for grants, and maintain grant compliance. The benefits may outweigh the upfront costs.
- Review the employee responses to focus group questions. Incorporate ideas for recommendations from employees in future decisions to show they are valued. Start the conversation with "we heard you, we see this as an opportunity, and this is what we are prepared to do about it."
- As mentioned in the benefit recommendations, conduct frequent anonymous surveys on relevant topics involving all employees. If surveys are conducted infrequently, expect employees to be skeptical at first. As Glenpool conducts more surveys, maintains anonymity, and utilizes information in a positive manner, employees will become more receptive. Surveys can be a useful form of organization-wide communication. There are many inexpensive and convenient online survey providers and employees who do not have access to computers should be given an opportunity to participate.

Benefit Survey

Summary of Benefit Responses

The benefit survey was designed to get a snapshot of the participant's employee benefit offerings. It was not intended to be an in-depth benefit survey comparing the benefit summaries, premiums, co-pays, and deductibles. Further, benefit analysis looks at benefits as a portion of total compensation. In aggregate data, it is reported as a percentage of pay using the number of employees within each organization. Elements within each organization are not equal. For example, there may be more part-time or seasonal workers employed at an organization who are not eligible for benefits. Using part-time or seasonal wages in the calculation could skew the findings.

The City of Glenpool's benefit package for non-uniformed employees is well represented and clearly explained in the "Open Enrollment" brochure. Uniformed employees Collective Bargaining Agreements (CBAs). Emergency Services has benefit plans.

The Benefits Package Summary shows the following plans as available to its non-uniformed employees:

Employer Paid Benefits (Employee Only)

- Medical Insurance,
- Medical Bridge Insurance,
- Dental Insurance,
- Vision Insurance, and
- Life Insurance.

Other Benefit Options

- Supplemental Employee and Dependent Benefits
- Disability Insurance, Term Life Insurance, Accident Insurance, Cancer Insurance & Critical Care Insurance,
- Paid Time Off (non-uniform) or Vacation & Sick Time (uniformed), and
- Flexible Spending Account.

Uniformed employees receive additional benefits such as clothing allowances and education pay.

Survey Questions and Summary of Responses

- 1) Does your organization have a pay for performance system in place? For example, a bonus or stipend plan? How does it work?**

Half of the external market survey participants reported offering a pay-for-performance plan. Performance metrics considered included the evaluation of safety and performance evaluations.

Signing bonuses, stipend and merit are the forms of incentives used.

- 2) What pension plans do you offer and is there an employer match? What are the terms of the employer match?**

Respondents reported offering the Oklahoma Public Employees Retirement System (OPERS), the Oklahoma Municipal Retirement Fund (OMRF) – defined contribution, Roth IRA, and 457 plans for employee pensions.

Roughly 88% of respondents reported offering an employer match for employee retirement. These contributions ranged from 0% to 16.5% employer match.

- 3) Do you offer major medical, dental & vision benefits? What are the employer/employee contributions to premiums?**

Of the participants, 100% of them pay some amount to the employee health premiums and all of them offer medical, dental, and vision plans. Only one employer paid for the employee portion only of premiums with the employee paying for the balance. The other respondents paid roughly 75% of all levels including: employee; employee and spouse; employee and children; and family. The most any employer contributed was \$2,600 per month per family coverage including medical and dental.

- 4) What are co-pays, deductibles, and out of pocket maximums for health insurance?**

Respondents reported offering multiple plan selections for employees. The lowest individual out-of-pocket maximum was \$1,000. The highest out-of-pocket maximum amount was \$18,000 for a family.

- 5) What other employer sponsored benefits do you offer? Do you offer life insurance, AD&D, Short-term/Long-term Disability etc.? Do employees pay for any of these?**

All respondents offered an employer paid life insurance policy. 40% of them paid for an employee's Accidental Death & Dismemberment insurance. 70% reported offering some other employee paid policies.

6) Do you offer any cash supplements, cash payouts of leave, tuition reimbursements, cell phone allowance, and/or standby pay? Please explain.

Below is cumulative summary list of all benefits provided by all of the respondents:

- Standby pay \$25, on call pay 2 hours if called in to work,
- Comp-Time,
- Health Insurance,
- Dental Insurance,
- Employee Assistance Program (EAP),
- Life Insurance,
- Disability Insurance,
- Workers' Compensation,
- Vacation Leave Pay-Out,
- Personal Leave,
- Flexible Benefit Plan,
- Health Savings Account,
- Casual Days,
- Onsite Fitness Center,
- Tuition Reimbursement,
- Cell Phone,
- Sick-Leave Bank,
- Sick Leave Pay-Out,
- Retirement, and
- Pool membership.

7) What leave benefits do you offer (vacation, holiday, sick, PTO, Extended Illness Accrual Bank (EIAB), and comp-time?

Respondents reported offering vacation, holiday, sick leave, comp-time Extended Illness Accrual Bank. The maximum amount reported for vacation leave annually was 28 days. Different departments within an organization could pay different vacation accrual rates.

8) Do you offer employees any auto allowance? Are there certain positions that it applies to? Is it use of vehicle or actual monthly payment?

Half of the respondents offer an auto allowance. The allowance could be a monthly cash amount, the use of a vehicle, or an amount rolled into the employee's base pay. Cash payments were restricted to employees that would possibly use their personal car for official business.

9) When were your pay ranges/pay scales last adjusted?

88% of respondents reported having pay scales. 10% did not have a pay scale and 10% did not respond to this question. Of those that had a pay scale, 40%

reported updating the scale in the last year. The longest period of time a participant reported as not updating a pay scale was 11 years.

10) How are salaries adjusted? (Longevity, performance, COLA, etc)?

Pay scales were adjusted, as a result of a pay study, longevity, performance evaluation, and COLA.

11) What do benefits cost the organization in relation to the total compensation? For example, Salaries/Benefit ratio 70/30. What benefits are included in your calculation?

The national average for the cost of benefits as a percent of total compensation is between 30 to 35% for non-union employees and 40% for union employees. The reported cost of benefits ranged from 21% to 50%. With union employees being paid toward the higher end. The wide range could be due to, inconsistent classification of expenses, high wages, and/or using seasonal or part-time employees in the calculation. Excluding the highest and lowest reported amounts, the range narrowed to 25% to 45%. The numbers reported did not distinguish whether or not there were union employees.

12) What benefits do you offer to retirees?

Statute mandated medical insurance life insurance, dental, vision, and pension were listed as benefits offered to retirees. None of the respondents recorded offering employer contributions to their benefits.

Benefit Recommendations

A major component of compensation is the ability to offer competitive benefits. It is one of the main criteria considered by potential candidates and a major reason existing staff will choose to stay with an employer. Employees may accept an employer that offers less salary but who offers substantial contributions to benefits they value like medical insurance and pension. Because benefits are a part of the total compensation package offered by employers, Glenpool may choose benefits as a way to level the playing field in the labor market.

Total rewards consist of pay, benefits, work-life effectiveness, recognition, performance management, and talent development. This is the approach Paypoint HR uses and we recommend for Glenpool. It should be the framework for designing, implementing, and assessing the rewards package. Currently, Glenpool struggles in all areas of total rewards. The good news is that some total rewards elements do not have to be costly and Glenpool has some options. Recognition, performance management, and talent development are areas Glenpool can begin improving immediately or in the near term without much financial burden.

Near-term (0-12 months)

- Institute an organization-wide recognition program for demonstrating exceptional performance in areas the City wants to encourage. Glenpool could choose its highest level, most respected staff to spearhead the program. When employees see leadership making it a priority, it will likely be more successful. Ideas from the focus groups may be utilized for what to recognize and what employees want as an incentive.
- Institute a 360° performance plan where employees, peers, and supervisors complete an evaluation.
- Offer low-cost access to experiences like gym memberships, excursions, meals, movies, etc.

Short-term (1-3 years)

- Increase contributions to benefits to include dependents (health insurance being a high priority, then dental, vacation days, vacation accruals and more creative ideas).
- Pay out unused leave to a retirement health savings account.
- Implement wellness plans that give employees premium discounts.

Long-term (3+ years)

Trends in employer benefit packages include the following:

- Offer contributions towards student loans for employees that have them. This is a newer trend but one new graduates tend to value more than retirement contributions. Compared to qualified pensions, student loan contributions do not have the same tax status.
- Monitor benefits as a percent of total compensation and keep them within a competitive range of other localities.

While student loan contributions are not tax exempt, younger employees may value it more than other contributions. It is recommended for Glenpool to conduct an internal survey of employees to see what benefits they value most. It is a good idea to conduct periodic employee engagement type surveys to improve morale and communication channels. If an organization has not conducted employee surveys in a long-time, employees will be skeptical of the purpose and outcomes at first. As they become more familiar with the process and see results, they grow to understand it is an effective organizational wide communication tool.

Sample Car Allowance Policy

The list below is a example of positions the City Council could make eligible to receive a flat rate monthly car allowance:

City Manager \$300.00

Department Directors, Deputy Department Directors \$200.00

Assistant Department Directors \$100.00

1. Upon termination of Car Allowance: Each authorization for a flat monthly car allowance will be automatically terminated. This will take effect when an employee resigns or vacates the position held.
2. Use of Private Vehicle: An employee who receives a monthly car allowance is expected to use his or her private vehicle for City business. Use of a City vehicle is authorized only in emergency situations.
3. Trips Outside City Limits: Any eligible employee who receives a flat monthly car allowance, and who drives a personal vehicle on City business outside of the City limits, will be eligible for reimbursement based on documented mileage at the IRS approved reimbursement rate at the time of the travel. It is the responsibility of individuals who receive a car allowance to keep adequate mileage and auto expense records for personal tax purposes. If City employees who are eligible to receive a car allowance choose to use a phone software such as MileIQ, to track mileage, the City will reimburse for the cost of the software license.
4. City Gasoline and Oil: City gasoline and oil will not be dispensed to privately owned vehicles.
5. Requirements for Car Allowance Recipients: Employees who receive a car allowance must maintain a valid driver's license, a vehicle that is legally licensed, registered, and meet the basic insurance requirements for that type of vehicle under state laws.

C. Introduction

Scope of Work

As outlined in the City's Request for Proposal, (RFP) the following list highlights the scope of services for this important study.

The project shall include, but is not limited to:

- Conduct interviews, as necessary, with City Manager, Human Resources Director, Department Director, and employees for the purpose of job analysis.
- Conduct a comprehensive total compensation survey using comparable survey agencies, using not only job titles, but duties and responsibilities.
- Conduct a total compensation analysis to provide the City with an accurate assessment of how its compensation plan compares with the selected labor market agencies. The total compensation analysis includes the employer cost of benefits including but not limited to: base salary, cash supplements, certification pay, cell phone allowance, standby pay, etc.
- Conduct analysis of employer paid insurance premium contributions for health, dental, vision insurance, life insurance and AD&D insurance.
- Conduct an analysis of leave benefits including holidays, sick leave, administrative leave, vacation leave, PTO and EIAB leave.
- Complete an internal base salary relationship analysis, including the development of appropriate internal relationship and equity guidelines.
- Develop external competitive and internal equitable salary recommendations for each classification included with the study.
- Assign a salary range to each classification which reflects the results of the market survey and the analysis of the internal relationships.
- Present results of survey to department heads and relevant bargaining groups.
- Be able to discuss and defend all challenges to the survey.
- Assist in the development of a strategy for implementing the compensation recommendations and plan.
- Provide instructional information to allow City staff to conduct individual salary audits and adjustments consistent with the study methods until the next formal study is conducted.

Methodology

The study followed an established methodology which was customized to meet The City of Glenpool's unique needs. The study was divided into two parts: a classification phase and a compensation phase. The classification phase included identification, review, and analysis of specific work being performed in various positions. It serves as a balancing element for determining internal equity with pay grade assignments. The compensation phase consisted of an external market survey of local public and private sector organizations to determine what the local labor market pays for specific jobs as identified.

Phase A - Classification Study

The classification study tasks included the following:

- Review of background materials to establish a baseline,
- Communication with leadership and employees,
- On-site briefing / orientation sessions with employees,
- Development, distribution, collection and review of job analysis questionnaires,
- Review of existing classifications for regulatory compliance,
- On-site focus groups with employees to verify/clarify information received,
- Analysis of findings,
- Recommendations for classifications and job families if warranted,
- Recommendations for policy and procedure improvements, and
- Development of steps to ensure successful transferability, administration, and ongoing maintenance.

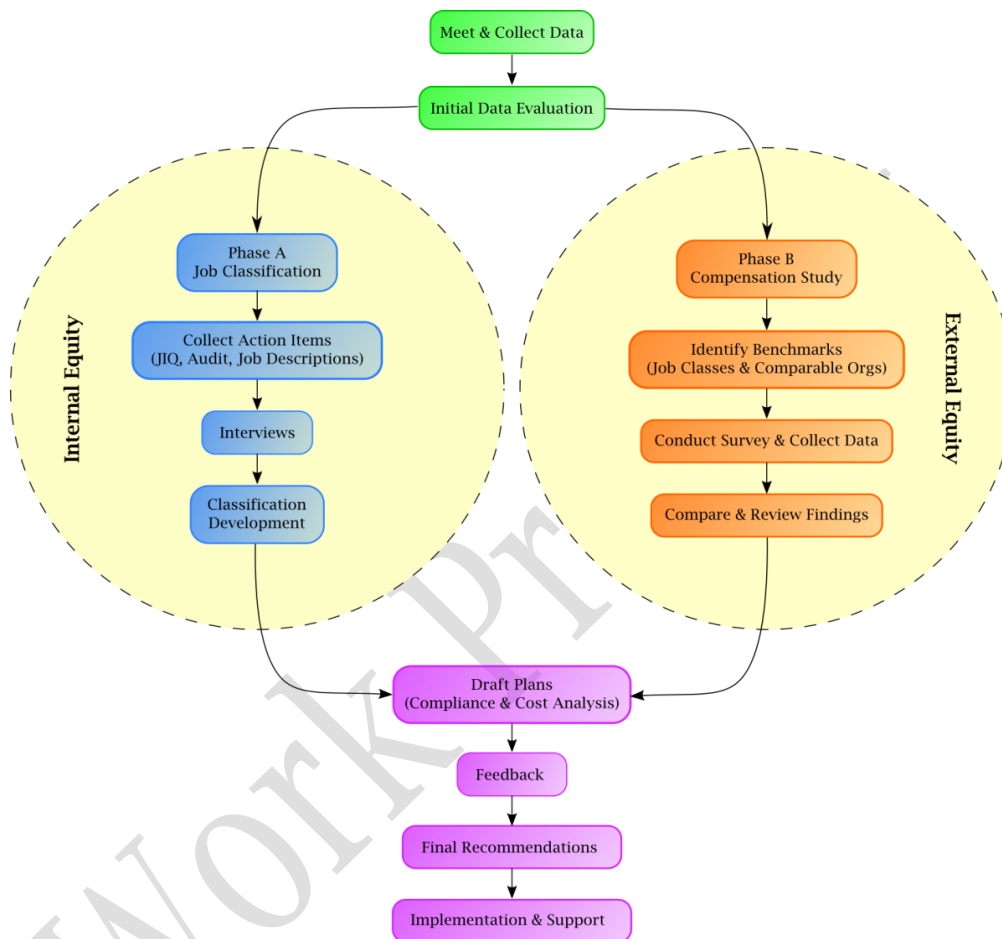
Phase B - Compensation Study

The compensation study tasks included the following:

- Review of current compensation practices,
- Internal salary relationship analysis,
- Identification of appropriate external market comparators and benchmark job titles,
- An external market salary survey of vetted public and private sector organizations,
- A pay compression analysis,
- Recommendations for an externally competitive and internally equitable salary/step plan for each job class,
- Development of a transition plan for key staff to implement and maintain recommendations,
- Preparation of a fiscal impact analysis of recommendations, and
- A written final report with specific recommendations and the methodology used to develop the new Classification & Compensation Plan.

Our methodology is comprehensive and encompasses all of the requirements specified in the RFP. Phase A focuses on the Classification/Job Analysis Component.

Phase B focuses on the Compensation Component. The standard methodology we used to conduct both phases of the study is shown in the flowchart below.



The Project Team and Paypoint HR worked together to clarify job roles to ensure the data collected compares the essential functions of the internal positions studied. It was decided to involve employees and get their input through job analysis questionnaires and focus groups. Employee involvement assists in the clarification of current job duties, uncovers areas of improvement, effectively helps in determination of internal equity and yields a more accurate comparison of positions the external market analysis.

As part of the research developed by Paypoint HR, we have generated comparative ratio/compa-ratio report including each position. These reports show each position considered in this study, their respective compensation and compensation relative to

the external market data. All calculations consider the standard number of hours an employee is expected to work monthly based on the position. Using a standard rate allows for comparison of pay from one organization to another. This approach eliminates confusion caused when using annual salaries.

The current system was reviewed for salary compression. Compression typically develops over time and impacts long-tenured employees who have not received pay increases commensurate with the market while new hires with less experience are brought on-board at market rate. The result is that pay is not properly reflective of experience, knowledge, skills, and abilities. It is common to see compression in pay following an economic downturn. As the economy strengthens, new employees are brought on at market while existing employees who have been subject to pay freezes are overlooked.

Considerations for Target Salary Recommendations

The results of the classification and compensation study phases culminate in a final report which includes current market pay data by job and compares Glenpool's pay plan to the overall findings. Integrated findings have resulted in the overall recommendations and have been critical in addressing the following issues:

- Industry best practices,
- Impartiality of recommendations based on quantitative data
- Market trends,
- Current salary,
- Current job title or rank,
- Compensable factors such as education, experience, knowledge, skills, abilities, certification levels, and, length of service,
- Strengths and weaknesses of the existing pay plan,
- Difficulty in recruiting qualified individuals for certain positions,
- Pay equity,
- Pay compression,
- Market positioning,
- Employee support,
- Fiscal impact of recommendations, and
- Ease of use.

D. Summary of Classification Survey Findings

Focus Groups

The purpose of the focus groups was to have employees share valuable firsthand knowledge and opinions of the existing Glenpool pay plan. The focus groups generally lasted an hour and consisted of a Q & A session where Paypoint HR asked questions from a pre-set list of 10 questions. While the main point of the employee feedback is centered on classification and compensation these topics naturally open discussion to a number of other factors. This is a normal communication pattern and we address the topics as they presented themselves in the discussion. The City may want to consider exploring the issues raised during the study that are outside of the scope of work for a Classification and Compensation Study. A copy of the list of questions is shown below:

1. Is the current job description accurate for your unique position?
2. Do you have a clear understanding of Glenpool's goals?
3. What general trends/forces impact your and Glenpool's success?
 - a. Economic
 - b. Regulatory / Political
 - c. Cultural
 - d. Technology
 - e. Organizational structure
 - f. Demographics
 - g. Natural environment
4. Who are Glenpool's competitors for labor? Who are industry leaders and what contributes to their success?
5. Has Glenpool had difficulty retaining, developing, motivating, and recruiting competent performers in any position?
6. Who are key sources of employees for Glenpool? Any recommendations?
7. Do you understand your compensation plan?
 - a. Is it motivating/fair?
 - b. Is it in-line with Glenpool's goals?
 - c. Does it use the right metrics?
 - d. Does it allow for advancement in your career ladder?
 - e. Is it competitive?
 - f. What does it recognize? Education, tenure, performance?
8. Does Glenpool's work environment encourage the following:
 - a. Personal growth,

- b. Team Building,
 - c. Praise for effort, not just outcomes, or,
 - d. Kindness & caring?
9. Pick one:
- a. Individual incentives
 - b. Group incentives
 - c. Individual & Group incentives
10. What recommendations for improvements do you have?

Summary of Focus Group Responses

The following summary of employee responses is a cumulative highlight of the various sessions. No personally identifiable information is given. The discussions were not job specific and employees had the opportunity to discuss positions other than their own. The purpose of the summary is to assist the City Council in understanding the perceptions of employees. It is to be expected for employee's perceptions to vary based on their own field of experience. The comments have not been reviewed for accuracy and are intended to be a basis for further communication.

1. Job Descriptions

- Employees would like to see job descriptions updated with a list of their most recent responsibilities and requirements. Employees explained that their roles may have completely changed from when they were hired but the job descriptions were not addressed.
- Employees would like to see a source library, possibly on the website, that listed accurate job descriptions for each position.
- Employees felt that with the existing staffing levels, that many employees did work that would normally be listed in more than one job title. Staff reported that some responsibilities could be either above or below their current pay grade. Most employees reported they felt compelled to take on the additional roles because the work needed to get done and they knew they were capable. Employees stated in some cases, they had to pick up other employee's workload but were not informed as to why. Employees said that each employee had their own motivations and that if an employee was not held accountable, they could become complacent.
- Concerns were raised regarding the amount of workload increase as well as a lack of recognition for going above and beyond the standard

2. Organizational Goals

- Employees stated that while they internally have goals to do their best, they did not have a clear understanding of Glenpool's goals. Many of the City's employees live in Glenpool and want to make it better.
- They attributed the lack of communication to the following issues:
 - High turnover in the City Manager position with an estimate of 7 City Managers in 16 years.
 - Department Head's workload is too much.
 - Emphasis on whether or not they are ahead of or behind budget.
 - Lack of communication from leadership including Department Heads and direct managers.
 - Lack of an effective centralized communications for internal communication.
 - New employees brought on without quality training and communication of goals.
- Some City - wide goals employees mentioned included, financial stability, economic growth, quality of service offerings, and improvement in response times. Generally, employees knew what was expected of them and were given some latitude to make a difference.
- Employees felt that knowing the City's goals would help them make decisions in their daily work schedule that would help align Glenpool with its strategic plan.

3. General Trends

a. Economic Trends

- Not long ago, Glenpool was considered a small sleepy town on the outskirts of Tulsa. During the Great Recession of 2008 -2010, Glenpool's had to make some tough decisions and staffing levels, tools, and general resources were cut back.
- Employees said the City is evolving, and people are changing their perceptions. Glenpool was rated #1 in the Tulsa Metro area for holding events.
- Currently, Glenpool is seeing rapid growth with the new convention center and new commercial construction like the Chevrolet auto dealership and St. Francis Hospital.
- Employees stated the existing Walmart is a strong revenue source for Glenpool.

- Oklahoma is the only state that relies solely on sales tax.
- Glenpool is particularly reliant on the Walmart for revenue.
- Staff is happy with the City's economic development plan and the Council's willingness to work with prospective businesses
- Employees are encouraged to have people moving to the area for work and felt there was the opportunity for new residents to find affordable housing in the area.
- Grants were a possible source of funding for the City and staff would like to see additional resources spent on searching for grant opportunities, writing grants, and monitoring compliance of existing grants.

b. Regulatory / Political

- The employees at Glenpool gave examples of situations where they had taken initiative to improve processes. This was heard in all major departments within the City. At the conference center, creative ideas for marketing and networking were implemented, in emergency services, employees had gone above the basic requirements to solve problems, acquire resources, improve morale, and gain applicable knowledge.
- Employees felt they were able to make a difference and were willing to take on additional responsibilities including compliance and regulatory issues. They see regulations as guides to reach a goal of being good stewards for the community.
- Employees expressed an overall sense that leadership was more objective than in the past.
- They felt information they received was limited and vague. Employees felt that they were given information only if necessary for day-to-day operations. They wished leadership would be forthcoming and pro-active with information and for leadership to adopt a transparent communication plan. An example given for lack of communication was the search for a replacement City Manager. They would have liked to have been informed on the recruiting progress and possible candidates. They were not aware that disclosure of this information was statutorily prohibited.
- Employees mentioned a disconnect when they convey information to leadership. Employees felt that they have communicated ideas, concerns, and information to leadership and they do not get a response. They suggested having an established policy for communication exchange.

- Employees expressed a desire for career development and training opportunities. Possible topics they discussed were; change management, budget creation, and leadership. It was mentioned these had been done in the past and there was lack of participation though staff and circumstances may have changed since that time. They felt managers should make sure employees have opportunity and time for training.
- Employees would like to review procedures for communication across the organization and with council. They would like better reporting methods.
- It was felt that because the City is small everyone is overworked, including leadership.
- A concern was raised that individuals who may be close to a career milestone may not address problems. A possible cause for this was reported to be that they do not want to create any issues that would affect their retirement.

c. Cultural

- The employees at Glenpool enjoy what they do, they take pride in their work, and feel they are appreciated by the community. The local community has a strong history and is tight knit. When emergencies occur, they help one another.
- Each work unit reported having their own characteristics and the culture was dependent on the Department Head.
- Employees felt that having satellite facilities, created another obstacle in communication and connection between departments.
- When managers showed appreciation for efforts and set good examples themselves, employees reported Glenpool as having a great atmosphere. They felt supervisors cared and made people feel all employees are important. These employees stated that they would go above expectations for these managers. These managers were said to listen to the ideas of employees and have open discussions before making decisions. Once a decision was made by well-respected managers, employees felt the desire to comply. In situations where it was perceived managers did not give credit for others work and/or did not possess a solid work ethic, employees felt a need for change. Possible consequences were employees were looking for other employment, giving minimal effort, or waiting for management to retire.
- They see Glenpool as an up and coming municipality where people want to live and work. Previously the City was described as moving much slower than other areas and not a highly sought-after area for work or personal life.

When residents from other municipalities visit, they are pleasantly surprised by the cleanliness, amenities, and new commercial establishments.

- Some work units reported having autonomy to make decisions on their own. Employees thought this was positive in the sense that decisions could be made by the people trained in that specialty area. However, there was a concern that departments could become silos. Employees would like to see more City-wide communication and interaction to build a more unified team.
- Some employees expressed concern regarding double standards.
- There were reports of expectations being different between men and women with women having to do much more administrative work.
- They felt managers in different departments were not being held to the same standards.
- There was a perception that exempt and non-exempt employees were not keeping similar hours, exempt employees can clock out and can take snow days. In contrast, exempt employees expressed the inability to earn overtime and their opportunity to earn additional income was limited. Additionally, exempt employees explained they are required to work in the evenings and on weekends when the other staff are home with their families.
- Non-union employees felt unions were only looking out for them and not the City as a whole.
- Employees felt their efforts were not appreciated and that a single complaint can tarnish their record. They feel that social media makes it seem they are looked down on by residents but day-to-day it is not the case. Cases were reported where the employee did everything to help the resident but the resident did not do their part and blamed the City.
- It was reported that Department Heads seem to always be in meetings and do not communicate to staff.
- Employees suggested succession planning for the City. They felt it would avoid recruiting fees, and down time due to an empty position. It would also give employees a career path and reduces the chance for a single point of failure.
- The City used to have 2 newspapers and no longer has them. Employees felt this limited the ability of the City to communicate to the citizens and vice versa. They described a sense of loss with regard to the “small town community connection” the papers provided.

- Employees noted there has been an influx of non-English speaking people. Employees reported working with Spanish, and Burmese speaking residents. Some staff use translation dictionaries.

d. Technology and Resources

- During the Great Recession, Glenpool like many other locations had to do more with less. As a result, some positions were eliminated or frozen, tools were not replaced, and resources were limited.
- Employees were not able to take their hard-earned vacations days for fear they would fall too far behind and their performance would be at risk.
- Employees appreciate the opportunity to attend classes and conferences that pertain to their career. They liked having access to information regarding best practices, support services that could be used as resources, and programs that could help the community. In several cases, it was the employees that initiated and implemented a new idea.
- Emergency services adheres to the International Organization for Standardization, ISO 14000.
- The fire and police departments were located in a newly built shared building that is a big improvement from their previous location.
- Employees would like to see more attention and resources put towards keeping the City in good repair through preventative maintenance, equipment replacement standards, and quality controls.
- It was conveyed that there was a limited fleet and some vehicles were very old and not dependable.
- Employees would like to see money spent on communications and technology. Emergency services would like better communication equipment and back-up communication ability. The conference center needs projectors, sound equipment, and microphones. Operations needs computers.
- Employees would like to have a way to learn Spanish, so they can better communicate with residents.
- Employees felt IT had good response times, but the City needed more dedicated internal IT staff.
- Employees would like training on enterprise software like the court system software and utility billing.

- Employees have tablets but there are not be enough of them, they are not always working, and employees may not be fully trained on how to use them.
- The system can become overloaded especially when trying to print. Specifically, there were not enough printers in some departments. Having shared printers reduced performance due to printer failure, printer overload, lost connectivity, or jobs printed simultaneously. Simultaneous print jobs caused employees to manually sort through other employee's reports. This raised a concern with confidentiality when an employee could not control who sees a document on a shared printer.
- Employees feel revenues go to the local school system instead of the City itself.

e. Organizational Structure

- The population of Glenpool has grown roughly 11% from 2010 to 2015. In that same period, the City added services and opened its conference center. While demand for services was growing, due to the economic recession, Glenpool had to cut the number of employees and freeze positions.
- Recently the City has instituted a new public safety tax and is catching up to its pre-recession staffing levels however, even then they are smaller than similar sized municipalities.
- The fire department reported adherence to its chain of command.
- Employees felt leadership was conservative.
- As compared to other localities, Glenpool did not have as much turmoil.
- Staff would like to see those that are skilled professionals out in the field more often instead of dealing with administration functions and that when resources are available the staff in the field should have priority.
- There were concerns with social media influencing decisions too much and too quickly. Employees feel it would be better to research reports first and then take action.
- Employees reported hearing of City activities through the public instead of them knowing the information first.
- The operations division reported being understaffed.
- Additional resources given to residents that are unable to pay utilities.
- Staff requested training on budgeting and reporting, customer service, Spanish.

f. Natural Environment

- Glenpool is at high risk for tornados and a strong tornado could be a financial concern if it would hit a commercial business area.
- Emergency services reported a relationship with the County where they help cover the southern portion of the County.
- A feeling of connection with other staff is the piece that keeps employees and lack of physical proximity adds another layer of challenge.

4. Competitors

- ❖ Bixby
 - ❖ Broken Arrow
 - ❖ Sapulpa
 - ❖ Edmond
 - ❖ Tulsa
 - ❖ Jenks
 - ❖ Okmulgee
 - ❖ Rural Water Districts
- Union employees may not be encouraged to take leadership positions because the financial incentive isn't there for the amount of responsibility the position requires.
 - Glenpool is at high risk due to proximity to other municipalities. In at least one work unit, employees have at the most 5 years of tenure.
 - Competitors use billboards employee pass every day to advertise open positions.
 - Positions with the same job titles in other Cities have less responsibility and receive better pay.
 - Competitors offer pay for tenure.
 - Most of Glenpool's population commutes to Tulsa for work.

5. Positions that are Hard to Attract and Retain

- Meter Readers
- Dispatch
- Utility

- City Manager
- Police
- Fire
- Glenpool has lost employees and positions were not filled.

6. Possible Sources for Candidates

- Personal and professional development were important to employees and they felt that having the ability for self-improvement would help attract and retain staff.
- Glenpool could hold job fairs and attend local college fairs.
- Millennials are not interested in taking laborer positions and if they do, it is only for the short-term.

7. Understanding of Current Pay Plan

- Staff appreciate having a benefit package.
- Staff feel the City has good quality staff and would compare them to any other municipality. The problem is the pay is not competitive.
- Employees do appreciate receiving recognition and like when the City has events that brings them all together. The previous employee recognition plan didn't get enough nominees, so they need to do something to encourage participation.
- There really isn't a pay plan except the Collective Bargaining Agreement (CBA). There is an old pay scale in the handbook but neither the handbook or scale have been updated in over a decade.
- Employees reported not seeing a standard adjustment to salaries. If there is one, it is Cost of Living (COLA) and tenure based.
- Merit systems where everyone gets the same increase are not motivating.
- There should be an increase for pay when an employee receives training or certification that relates to their job.
- Employees felt their evaluations were not indicative of how well they were paid. Instead, they felt evaluations were held against them.
- Employees reported that there was not a career ladder.

- They do not like to take vacation days because they are made to feel bad if they do.
- Employees said Glenpool experiences pay compression.
- Dependent health insurance is not paid for by the City while most other localities to offer it.

8. Work Environment

- Employees who have questioned their pay have been given the impression they are not worth it which they felt was demotivating. They felt management treated them as “replaceable.”
- Employees felt that exempt staff should be able to get their work done in 40 hours and don’t understand why they work evenings and weekends.
- Staff reported that they work in public service because they believe in supporting the community and it isn’t all about receiving a pay check.
- Employees felt like they were experiencing “burn-out.”
- Some employees are self-supervised.
- Departments that placed a high value on integrity and a family culture reported higher morale, engagement, and commitment to the City. Employees in these departments stated they may not always agree but they listen to both sides of an argument. They practice give and take try to come up with a common ground the best serves Glenpool.
- Staff is encouraged by the new buildings and technology the City has invested in for the community.
- Staff appreciated supervisors who did not force their ideas. They liked being told about an issue, given time to think about it, and the ability to give feedback of their own.
- Staff had respect for supervisors that acted as role models and who would go the extra mile.
- The Chamber of Commerce shared the conference center offices. It was felt having clear parameters of the use of City resources by the Chamber would be helpful.

9. Incentive Types

- Employees felt a combination of group and individual incentives would be the best option for a pay-for-performance plan.

10. Employee Ideas

- It was felt that communication channels and frequency of communications need improvement. They would like a newsletter and frequent updates.
- Include employees in the Tuesday manager meetings who may not have the title, but act in the capacity of a manager. Have managers debrief their work units after the Tuesday meetings so they know what is happening in the City.
- The City should look for continue controlled economic develop to maintain its small-town feel, increase its sources of revenue, and be a place people want to live and work.
- The City should analyze processes and improve them. Examples were; there may be better software and departments could collaborate more.
- Would like to see an environment where employees were encouraged to love what they do for Glenpool.
- Staff would like to see the ability to have their performance be reflected in their pay.
- Employees would like to see more community unification.
- Employees would like to see City Council and City Manager disagreements taken to vote by the community.
- The use of Exit Interviews should be incorporated as part of the termination process and the information used to do better.
- The City should work with Operations to determine what they need with regard to staffing levels, equipment, preventative maintenance and preparation for growth.
- Conduct employee recognition when they are all together. Recognize exceptional leaders as well. Even a small token of appreciation is welcome. Recommendations were; belt buckles, jackets, and food.
- Invite everyone to events.

- Skilled professionals should be focused on what they are hired to do. Daily administration and reporting tasks should be assigned to office personnel. Facilities should at least have a person to answer phones, handle administrative duties, and accept deliveries. Employees with seasonal demands should get additional support during peak demand periods.
- Use lease agreements instead of purchasing expensive items outright.
- Expedite the recruiting, interviewing, and onboarding of employees to avoid good candidates being lost to other employers.
- Update personnel policies.
- Secure local business perks like reduced membership fees, and meals and be sure to offer to all employees.
- Use certified staff to train others. Utilize internal resources where possible.
- Create, implement, and promote communication directly with customers to avoid them going straight to social media.
- Stagger work schedules so employees are able to attend training classes.
- Non-union employees would like the City to support them.

E. Public Comparators

Purpose

To determine economically comparable organizations for inclusion in the external market study by comparing economic metrics of the City of Glenpool to those of proximal communities.

Methodology

The goal was to understand how each of the forty-eight (48) proximal communities compared with the City of Glenpool. Seven (7) metrics that were chosen for evaluation were population, unemployment rate, labor force participation rate, median household income, cost of living adjustment, median housing price, and High School graduation rate. Each metric was assumed to be equally important and were examined individually and in combination.

A statistic was produced for each metric by first taking the absolute value of the difference between the metric for a proximal community and the same metric for the City of Glenpool, for example, the difference between the population of Broken Arrow and the City of Glenpool. The difference was then divided by the sum of the mean value of the differences and twice the standard deviation of the differences to understand how the difference varied for each proximal community in relation to the sample population of forty-eight (48) communities as a whole.

Two standard deviations from the mean was chosen, rather than the maximum deviation, to eliminate the influence of extreme outliers. For example, the population of Tulsa is more than thirty-three times larger than the population of the City of Glenpool. Had the maximum value been used, the relative weight of the population metric, or rather its' importance, would have been substantially skewed. If any of the metrics had a value in excess of two standard deviations from the mean, then the proximal community was considered to not be a good comparator for the City of Glenpool - highlighted in **red** in Table 1 through Table 4. Comparators highlighted in **green** were perceived by the client as a valid comparator.

From a statistical perspective, Chebyshev's Inequality Theorem indicates that 75% of all data values would be within two (2) standard deviations of the mean for a generic distribution. If a normal distribution exists, then values less than two (2) standard deviations account for 95.45% of the population. The choice of population comparison is therefore statistically sound and appropriate.

A summary table of these calculations is presented in the following tables. (Sample calculations are also presented.) The variances are summed to produce a total value for each proximal community and ordered from minimum variance to highest.

City of Glenpool, Oklahoma Compensation Study

Table 1 - Communities in Proximity to Glenpool

≤ 30 miles	≤ 60 miles	≤ 90 miles	> 90 miles
Jenks	Bristow	Stillwater	Choctaw
Bixby	Verdigris	Tahlequah	Perry
Sapulpa	Mannford	Vinita	Edmond
Tulsa	Collinsville	McAlester	Miami
Sand Springs	Henryetta	Holdenville	The Village
Broken Arrow	Skiatook	Seminole	Tecumseh
Okmulgee	Claremore	Guthrie	Grove
Coweta	Muskogee	McLoud	Sallisaw
Catoosa	Cushing	Shawnee	Del City
Owasso	Wagoner	Harrah	Oklahoma City
	Checotah		Ponca City
	Pryor		Midwest City
	Fort Gibson		Warr Acres
	Bartlesville		Bethany

Table 2 - Communities in Proximity to Glenpool (Sorted Alphabetically)

Bartlesville	Bethany	Bixby	Bristow
Broken Arrow	Catoosa	Checotah	Choctaw
Claremore	Collinsville	Coweta	Cushing
Del City	Edmond	Fort Gibson	Grove
Guthrie	Harrah	Henryetta	Holdenville
Jenks	Mannford	McAlester	McLoud
Miami	Midwest City	Muskogee	Oklahoma City
Okmulgee	Owasso	Perry	Ponca City
Pryor	Sallisaw	Sand Springs	Sapulpa
Seminole	Shawnee	Skiatook	Stillwater
Tahlequah	Tecumseh	The Village	Tulsa
Verdigris	Vinita	Wagoner	Warr Acres

City of Glenpool, Oklahoma Compensation Study

Table 3 - Economic Data of Glenpool and Comparators

Community	Population	MHP	MHI	COLA	U Rate	LFP Rate	HS Grad Rate
Glenpool	11,982	\$124,700	\$59,444	91.9	5%	73%	90%
Collinsville	6,103	\$128,500	\$58,909	92.3	6%	73%	91%
Coweta	9,517	\$123,100	\$52,588	89.5	5%	65%	88%
Sand Springs	19,397	\$118,100	\$51,067	89.9	4%	67%	88%
The Village	9,223	\$115,700	\$51,189	89	4%	69%	92%
Catoosa	7,406	\$103,200	\$50,750	89.6	3%	69%	88%
Owasso	32,650	\$151,200	\$65,881	95.0	3%	73%	92%
Verdigris	4,203	\$147,100	\$60,625	93.6	2%	71%	93%
Fort Gibson	4,121	\$118,400	\$57,148	85.4	4%	65%	95%
Guthrie	10,871	\$108,300	\$41,267	87.1	4%	59%	90%
Bartlesville	36,360	\$111,700	\$50,280	88.5	3%	60%	91%
Choctaw	11,828	\$156,800	\$66,927	92.7	3%	60%	92%
Mannford	3,105	\$109,300	\$49,583	87.9	3%	61%	89%
Bethany	19,478	\$112,000	\$42,644	87.3	4%	64%	87%
Claremore	18,922	\$115,600	\$40,559	84.9	4%	60%	90%
Warr Acres	10,342	\$103,900	\$45,846	85.8	4%	67%	86%
Skiatook	7,827	\$110,200	\$44,702	89.1	4%	62%	84%
Broken Arrow	103,437	\$155,600	\$67,131	95.7	4%	71%	94%
Midwest City	56,507	\$99,500	\$44,578	86.4	4%	63%	89%
Shawnee	30,866	\$95,800	\$38,136	86.5	5%	60%	86%
Harrah	5,551	\$137,400	\$57,845	89.9	0%	55%	91%
Del City	21,898	\$78,800	\$41,134	84.5	5%	62%	87%
Ponca City	24,846	\$83,600	\$41,061	83.8	5%	60%	87%
Tecumseh	6,583	\$86,900	\$41,172	84.5	4%	56%	89%
Miami	13,666	\$79,400	\$34,387	87.7	5%	58%	85%

City of Glenpool, Oklahoma Compensation Study

Community	Population	MHP	MHI	COLA	U Rate	LFP Rate	HS Grad Rate
Grove	6,685	\$147,700	\$40,061	94.7	3%	45%	89%
Stillwater	47,523	\$152,100	\$30,799	90.3	4%	59%	95%
Tulsa	398,082	\$124,100	\$42,284	90.9	5%	66%	87%
Pryor	9,484	\$102,500	\$38,144	81.7	4%	55%	88%
Sapulpa	20,399	\$103,400	\$39,880	88.4	3%	57%	84%
Tahlequah	16,354	\$120,900	\$30,804	84.9	6%	55%	84%
McAlester	18,324	\$100,300	\$41,112	84.3	4%	54%	84%
Perry	5,082	\$74,800	\$41,763	80.7	4%	60%	87%
Muskogee	38,776	\$85,200	\$34,894	82.4	5%	56%	85%
Bixby	23,171	\$192,400	\$73,143	99.8	3%	68%	95%
Vinita	5,610	\$70,000	\$32,292	86.2	5%	54%	82%
Sallisaw	8,698	\$96,500	\$29,602	81.8	5%	53%	82%
Wagoner	8,583	\$87,900	\$32,602	83.7	6%	51%	84%
Edmond	86,739	\$199,600	\$71,974	99.1	3%	69%	96%
McLoud	4,587	\$104,900	\$46,875	86.6	3%	36%	82%
Jenks	19,030	\$187,700	\$86,747	100.5	3%	75%	97%
Bristow	4,263	\$74,000	\$34,000	82.5	4%	52%	84%
Seminole	7,508	\$63,900	\$32,594	82.4	6%	52%	82%
Oklahoma City	610,672	\$138,600	\$47,779	90	4%	67%	85%
Cushing	7,879	\$74,600	\$37,955	82.5	4%	50%	78%
Henryetta	5,812	\$64,800	\$33,694	79.6	7%	47%	84%
Okmulgee	12,350	\$64,900	\$27,978	79.9	8%	49%	87%
Checotah	3,324	\$80,200	\$31,917	81.2	11%	51%	80%
Holdenville	5,748	\$53,200	\$29,719	80.2	2%	36%	73%

MHP - Median Housing Price
MHI - Median Household Income
COLA - Cost of Living Adjustment

U Rate - Unemployment Rate
LFP Rate - Labor Force Participation Rate
HS Grad Rate - High School Graduation Rate

City of Glenpool, Oklahoma Compensation Study

Table 4 - Variances of Comparators

Community	Total	Population	MHP	MHI	COLA	U Rate	LFP Rate	HS Grad Rate
Collinsville	0.48	0.03	0.05	0.02	0.03	0.27	0.00	0.09
Coweta	0.86	0.01	0.02	0.20	0.19	0.00	0.26	0.18
Sand Springs	1.17	0.03	0.09	0.24	0.16	0.27	0.19	0.18
The Village	1.19	0.01	0.13	0.24	0.23	0.27	0.13	0.18
Catoosa	1.60	0.02	0.30	0.25	0.18	0.53	0.13	0.18
Owasso	1.61	0.09	0.37	0.19	0.25	0.53	0.00	0.18
Verdigris	1.66	0.03	0.32	0.03	0.13	0.80	0.06	0.28
Fort Gibson	1.69	0.03	0.09	0.07	0.51	0.27	0.26	0.46
Guthrie	1.86	0.00	0.23	0.53	0.38	0.27	0.45	0.00
Bartlesville	1.87	0.11	0.18	0.27	0.27	0.53	0.42	0.09
Choctaw	1.87	0.00	0.45	0.22	0.06	0.53	0.42	0.18
Mannford	1.87	0.04	0.22	0.29	0.32	0.53	0.39	0.09
Bethany	1.89	0.03	0.18	0.49	0.36	0.27	0.29	0.28
Claremore	1.94	0.03	0.13	0.55	0.55	0.27	0.42	0.00
Warr Acres	2.00	0.01	0.29	0.39	0.48	0.27	0.19	0.37
Skiatook	2.04	0.02	0.20	0.43	0.22	0.27	0.35	0.55
Broken Arrow	2.05	0.40	0.44	0.22	0.30	0.27	0.06	0.37
Midwest City	2.09	0.19	0.36	0.43	0.43	0.27	0.32	0.09
Shawnee	2.32	0.08	0.41	0.62	0.43	0.00	0.42	0.37
Harrah	2.42	0.03	0.18	0.05	0.16	1.33	0.58	0.09
Del City	2.44	0.04	0.65	0.53	0.58	0.00	0.35	0.28
Ponca City	2.50	0.06	0.58	0.53	0.64	0.00	0.42	0.28
Tecumseh	2.58	0.02	0.53	0.53	0.58	0.27	0.55	0.09
Miami	2.65	0.01	0.64	0.73	0.33	0.00	0.48	0.46

City of Glenpool, Oklahoma Compensation Study

Community	Total	Population	MHP	MHI	COLA	U Rate	LFP Rate	HS Grad Rate
Grove	2.66	0.02	0.32	0.56	0.22	0.53	0.90	0.09
Stillwater	2.67	0.15	0.39	0.83	0.13	0.27	0.45	0.46
Tulsa	2.75	1.67	0.01	0.50	0.08	0.00	0.22	0.28
Pryor	2.78	0.01	0.31	0.62	0.81	0.27	0.58	0.18
Sapulpa	2.78	0.04	0.30	0.57	0.28	0.53	0.51	0.55
Tahlequah	2.85	0.02	0.05	0.83	0.55	0.27	0.58	0.55
McAlester	2.93	0.03	0.34	0.53	0.60	0.27	0.61	0.55
Perry	3.09	0.03	0.70	0.51	0.89	0.27	0.42	0.28
Muskogee	3.14	0.12	0.56	0.71	0.75	0.00	0.55	0.46
Bixby	3.18	0.05	0.95	0.40	0.62	0.53	0.16	0.46
Vinita	3.38	0.03	0.77	0.79	0.45	0.00	0.61	0.74
Sallisaw	3.45	0.01	0.40	0.87	0.80	0.00	0.64	0.74
Wagoner	3.49	0.01	0.52	0.78	0.65	0.27	0.71	0.55
Edmond	3.53	0.32	1.06	0.36	0.57	0.53	0.13	0.55
McLoud	3.55	0.03	0.28	0.36	0.42	0.53	1.19	0.74
Jenks	3.63	0.03	0.89	0.79	0.68	0.53	0.06	0.64
Bristow	3.72	0.03	0.71	0.74	0.74	0.27	0.67	0.55
Seminole	4.08	0.02	0.86	0.78	0.75	0.27	0.67	0.74
Oklahoma City	4.19	2.59	0.20	0.34	0.15	0.27	0.19	0.46
Cushing	4.20	0.02	0.71	0.62	0.74	0.27	0.74	1.10
Henryetta	4.51	0.03	0.84	0.75	0.97	0.53	0.84	0.55
Okmulgee	4.55	0.00	0.84	0.91	0.95	0.80	0.77	0.28
Checotah	5.54	0.04	0.63	0.80	0.85	1.60	0.71	0.92
Holdenville	6.37	0.03	1.01	0.86	0.92	0.80	1.19	1.56

MHP - Median Housing Price
MHI - Median Household Income
COLA - Cost of Living Adjustment

U Rate - Unemployment Rate
LFP Rate - Labor Force Participation Rate
HS Grad Rate - High School Graduation Rate

Sample Calculation for Broken Arrow

Population Variance

Maximum Population = 610,672 (Oklahoma City)

Minimum Population = 3,105 (Mannford)

Broken Arrow's Population = 103,437

Glenpool's Population = 11,982

Statistic - Absolute value of the population difference
between each comparator and Glenpool

Statistic Average (μ) = 31,376

Statistic Standard Deviation (σ) = 100,010

$$\text{Variance} = \frac{|\text{Broken Arrow} - \text{Glenpool}|}{\mu + 2\sigma}$$

$$\text{Variance} = \frac{|103,437 - 11,982|}{31,376 + 2 \times 100,010}$$

$$\text{Variance} = 0.40$$

Notes

1. The mean and standard deviation is calculated from the population difference between each comparator and Glenpool and not just the population of each comparator.
2. Tulsa and Oklahoma City are statistical outliers.

F. Benchmark Positions

In Table 5, the benchmark positions used in the external survey are presented. From this list of benchmark positions, all positions employed by the City of Glenpool were examined.

Table 5 – Benchmark Positions

Admin. Asst. Comm. Dev.	Firefighter Driver
Animal Control Officer	Firefighter Fire Chief
Building Maintenance Technician	Firefighter Lieutenant
Building Official	Firefighter Lieutenant / TO
City Attorney	GCC Operations Coordinator
City Clerk	Heavy Equipment Operator
City Manager	HR Director
City Planner	Meter Reader
Code Enforcement Officer	Plant Supervisor
Community Relations / GCC Director	Police Assistant Police Chief
Community Development Director	Police Chief
Deputy Court Clerk	Police Corporal
Dispatcher / Jailer	Police Master Patrolman
Event Coordinator	Police Officer
Finance Clerk / Administrative Assistant	Police Sergeant
Finance Director	Public Works Director
Finance / Payroll Clerk	Streets & Parks Superintendent
Firefighter	Streets & Parks Laborer
Firefighter Captain	Utility Billing Clerk
Firefighter Corporal	Utility Billing Supervisor
Firefighter Deputy Fire Chief	Water Utilities Superintendent

G. Current Salary Schedules

The pay schedule for General Employees is presented in Table 6. The pay schedule for IAFF Local 2990 Employees and FOP Lodge 133 Employees is presented in Table 7 and Table 8, respectively. Midpoints, where applicable, have also been calculated for comparison with external market data.

Spread measures the percentage difference between the maximum and minimum salary for a position. It is also an indication of the lateral progression available to an employee within their job title. A narrow spread often leads to wage compression as the maximum salary is quickly achieved. A narrow spread can also lead to low morale and high turnover as economic advancement is limited. It is important that the spread is consistent amongst all employees so that all positions have a relatively equal advancement opportunity.

Ladders define the percentage salary difference between consecutive groups of job titles. Ladders can be used to differentiate employees with different knowledge, skills, and abilities and motivate career advancement. No defined ladders exist for General Employees, IAFF Local 2990 Employees, or FOP Lodge 133 Employees.

At present, no pre-defined spread exists for General Employees. The spread for IAFF Local 2990 Employees ranges from 5% to 10% and for FOP Lodge 133 Employees it ranges from 3% to 17%. It is recommended that the City of Glenpool use a common spread.

In the IAFF Local 2990 salary scale, there are 3 steps for employees in the Firefighter position and 5 steps for all other employees. The distance between steps for all positions is 2.5%. The distance between positions, the ladders, is inconsistent.

In the FOP Lodge 133 salary scale, there are 4 steps for all positions except for the Lieutenant position where there is 1 step. For all positions, the distance between steps is inconsistent. The distance between positions, the ladders, is inconsistent.

City of Glenpool, Oklahoma Compensation Study

Table 6 – General Employee Salary Schedule

Position	Min Salary	Mid Salary	Max Salary	Spread
Admin. Asst. Comm. Dev.		\$12.17		-
Animal Control Officer		\$12.61		-
Assistant Police Chief		\$31.02		-
Building Maintenance Technician		\$14.71		-
Building Official		\$23.64		-
City Attorney		\$48.22		-
City Clerk		\$37.15		-
City Manager		\$50.76		-
City Planner		\$25.21		-
Code Enforcement Officer		\$15.05		-
Community Development Director		\$37.15		-
Community Relations Director		\$28.89		-
Deputy Court Clerk		\$14.49		-
Deputy Fire Chief		\$27.78		-
Emergency Communications Dispatcher / Jailer	\$11.00	\$12.48	\$13.95	27%
Event Coordinator	\$10.00	\$10.26	\$10.51	5%
Finance Clerk / Administrative Assistant		\$14.18		-
Finance Director		\$34.35		-
Finance / Payroll Clerk		\$13.50		-
Fire Chief		\$37.86		-
GCC Operations Coordinator		\$15.15		-
Heavy Equipment Operator		\$19.49		-
Human Resource Director		\$20.57		-
Meter Reader	\$12.00	\$12.18	\$12.36	3%
Plant Supervisor		\$20.32		-
Police Chief		\$37.86		-

City of Glenpool, Oklahoma Compensation Study

Position	Min Salary	Mid Salary	Max Salary	Spread
Public Works Director		\$31.94		-
Streets & Parks Laborer	\$10.50	\$10.66	\$10.82	3%
Streets & Parks Superintendent		\$17.19		-
Utility Billing Clerk	\$10.50	\$13.15	\$15.80	50%
Utility Billing Supervisor		\$16.55		-
Water and Sewer Superintendent		\$17.19		-

Table 7 – IAFF Local 2990 Salary Schedule

Position	Min Salary	Mid Salary	Max Salary	Spread
Firefighter	\$13.82	\$14.18	\$14.54	5%
Corporal	\$15.20	\$15.99	\$16.78	10%
Driver	\$16.45	\$17.31	\$18.16	10%
Lieutenant	\$17.80	\$18.73	\$19.65	10%
Captain	\$19.46	\$20.47	\$21.48	10%

Table 8 – FOP Lodge 133 Salary Schedule

Position	Min Salary	Mid Salary	Max Salary	Spread
Police Officer	\$18.60	\$20.14	\$21.68	17%
Master Patrolman	\$22.52	\$23.89	\$25.25	12%
Corporal	\$26.75	\$27.17	\$27.58	3%
Sergeant	\$28.60	\$29.62	\$30.64	7%
Lieutenant	\$33.12	\$33.12	\$33.12	-

H. Compensable Factor Score from Position Vantage Point

To assist in determining the internal hierarchy of positions at the City of Glenpool, the employees and managers of the City participated in the Position Vantage Point Job Survey. Questions asked in the PVP are divided into four areas: Background, Authority, Skill, and Environment. In these four areas, the following compensable factors were examined:

Education	Complexity
Certifications	Independence
Work Duties	Impact
Work Experience	Physical
Financial Authority	Working Conditions
Supervision	Interaction

Job descriptions were consulted to update both the minimum education level and minimum experience level required for each position. The responses were then evaluated, producing the Compensable Factor Score (CFS) as shown in Table 9.

City of Glenpool, Oklahoma Compensation Study

Table 9 – Compensable Factor Score

Job Title	CFS Score
City Manager	118.5
City Attorney	110.1
Fire Chief	91.8
Police Chief	90.3
Community Development Director	81.1
Community Relations Director	63.3
City Clerk	60.3
Deputy Fire Chief	59.7
Assistant Police Chief	52.5
Building Official	48.7
Human Resource Director	45.7
Public Works Director	44.1
City Planner	27.7
Water Utilities Superintendent	21.8
Plant Supervisor	17.0
Code Enforcement Officer	16.4
Streets & Park Superintendent	15.8
Utility Billing Supervisor	14.6
Animal Control Officer	14.1
Deputy Court Clerk	12.9
Building Maintenance Technician	11.8
Meter Reader	11.7
Finance / Payroll Clerk	11.1
Finance Clerk / Admin. Assistant	11.1
GCC Operations Coordinator	9.7
Event Coordinator	9.7

City of Glenpool, Oklahoma Compensation Study

Job Title	CFS Score
Admin Asst. Comm. Dev.	9.6
Heavy Equipment Operator	7.7
Dispatcher / Jailer	7.5
Streets & Parks Laborer	6.5
Utility Billing Clerk	5.5
Sergeant, Police *	-
Corporal, Police *	-
Master Patrolman, Police *	-
Officer, Police *	-
Captain, Firefighter *	-
Lieutenant, Firefighter *	-
Corporal, Firefighter *	-
Driver, Firefighter *	-
Firefighter *	-

* - insufficient participation in the survey

I. External Market Comparison

An external market analysis of benchmark positions is presented in Table 10 through Table 17. The current grade, its' minimum, midpoint, and maximum hourly salary for each benchmark is presented first. The market average (mean) and the various market quantiles are then presented. Lastly the Compa-Ratio, the ratio of the grade's midpoint divided by the mean salary from the external market, which measures the extent of the deviation of the current salary range in comparison to the market average, is presented. Values highlighted in **red** indicate that the range is above market and those highlighted in **green** indicate that the range is below market.

Table 10 – Positions Compensated Substantially Below Market (% Diff < -10%)

Admin. Asst. Comm. Dev.	Animal Control Officer
Building Maintenance Technician	City Planner
Code Enforcement Officer	Community Development Director
Community Relations Director	Deputy Court Clerk
Emergency Comm. Dispatcher / Jailer	Event Coordinator
Finance Clerk / Admin. Asst.	Finance / Payroll Clerk
Human Resource Director	Meter Reader
Plant Supervisor	Public Works Director
Street & Parks Laborer	Street & Parks Supr.
Utility Billing Supr.	Water & Sewer Supr.
Firefighter	Firefighter Corporal
Firefighter Driver	

City of Glenpool, Oklahoma Compensation Study

Table 11 – Positions Compensated Below Market (-10% < % Diff < -5%)

Building Official	City Attorney
City Manager	Fire Chief
GCC Operations Coordinator	
Firefighter Lieutenant	Firefighter Captain

Table 12 – Positions Compensated Near Market (-5% < % Diff < +5%)

Assistant Police Chief	City Clerk
Finance Director	Police Chief
Utility Billing Clerk	
Police Officer	

Table 13 – Positions Compensated Above Market (+5% < % Diff < +10%)

Police Master Patrolman	Police Corporal
-------------------------	-----------------

Table 14 – Positions Compensated Substantially Above Market (% Diff > +10%)

Heavy Equipment Operator	
Police Sergeant	Police Lieutenant

**City of Glenpool, Oklahoma
Compensation Study**

Table 15 – External Market Comparison for General Employees

	Admin. Asst. Comm. Dev.	Animal Control Officer	Assistant Police Chief	Building Maintenance Technician	Building Official
Current Scale					
Minimum					
Midpoint	\$12.17	\$12.61	\$31.02	\$14.71	\$23.64
Maximum					
Market Percentiles					
20%	\$14.24	\$12.61	\$24.76	\$14.22	\$23.39
25%	\$15.49	\$12.76	\$25.44	\$14.71	\$23.64
30%	\$15.51	\$13.03	\$27.85	\$14.71	\$23.64
35%	\$15.53	\$13.03	\$30.81	\$14.71	\$23.66
40%	\$16.01	\$14.42	\$31.01	\$15.07	\$24.02
45%	\$16.70	\$14.42	\$31.02	\$15.39	\$24.63
50%	\$17.34	\$14.73	\$31.02	\$16.36	\$25.78
55%	\$17.34	\$16.28	\$31.32	\$17.35	\$26.01
60%	\$17.96	\$16.77	\$32.56	\$17.65	\$26.01
65%	\$18.58	\$17.01	\$35.34	\$17.77	\$26.70
70%	\$20.12	\$17.64	\$35.34	\$19.55	\$27.62
75%	\$21.43	\$17.67	\$35.34	\$20.16	\$29.05
80%	\$21.48	\$17.67	\$36.40	\$20.96	\$30.06
Mean	\$17.93	\$15.76	\$32.12	\$17.18	\$25.56
Compa-Ratio	-32.1%	-20.0%	-3.4%	-14.4%	-7.5%

City of Glenpool, Oklahoma Compensation Study

	City Attorney	City Clerk	City Manager	City Planner	Code Enforcement Officer
Current Scale					
Minimum					
Midpoint	\$48.22	\$37.15	\$50.76	\$25.21	\$15.05
Maximum					
Market Percentiles					
20%	\$48.22	\$24.27	\$50.76	\$21.08	\$15.38
25%	\$48.22	\$24.27	\$50.76	\$23.92	\$15.58
30%	\$48.67	\$24.27	\$50.83	\$25.21	\$16.30
35%	\$49.49	\$26.90	\$51.48	\$25.21	\$18.57
40%	\$49.95	\$34.43	\$51.52	\$25.21	\$18.57
45%	\$50.28	\$36.38	\$51.52	\$25.21	\$18.57
50%	\$50.40	\$37.15	\$51.72	\$25.34	\$19.32
55%	\$50.48	\$37.15	\$51.92	\$25.92	\$19.32
60%	\$50.48	\$37.15	\$51.92	\$30.79	\$19.32
65%	\$50.48	\$38.84	\$52.14	\$34.63	\$20.29
70%	\$50.48	\$41.45	\$55.82	\$35.76	\$20.67
75%	\$51.72	\$42.44	\$59.13	\$37.65	\$20.95
80%	\$54.45	\$46.52	\$60.09	\$40.44	\$21.08
Mean	\$51.59	\$36.45	\$55.24	\$30.27	\$19.70
Compa-Ratio	-6.5%	+1.9%	-8.1%	-16.7%	-23.6%

City of Glenpool, Oklahoma
Compensation Study

	Community Dev. Director	Community Relations Director	Deputy Court Clerk	Deputy Fire Chief	Emergency Comm. Dispatcher / Jailer
Current Scale					
Minimum					\$11.00
Midpoint	\$37.15	\$28.89	\$14.49	\$27.78	\$12.48
Maximum					\$13.95
Market Percentiles					
20%	\$34.09	\$28.89	\$13.73	\$27.57	\$12.88
25%	\$37.01	\$28.89	\$14.49	\$27.57	\$12.88
30%	\$37.15	\$28.89	\$14.49	\$27.78	\$13.05
35%	\$37.15	\$28.89	\$14.49	\$27.78	\$13.23
40%	\$37.15	\$29.31	\$14.49	\$27.78	\$13.23
45%	\$38.07	\$30.13	\$15.16	\$30.79	\$13.32
50%	\$40.17	\$30.96	\$15.89	\$30.98	\$13.56
55%	\$42.30	\$32.03	\$16.77	\$31.19	\$13.83
60%	\$43.26	\$33.10	\$17.64	\$31.59	\$14.92
65%	\$43.26	\$34.98	\$17.80	\$35.91	\$15.23
70%	\$43.26	\$37.67	\$18.95	\$35.91	\$16.45
75%	\$46.97	\$40.36	\$19.71	\$35.97	\$17.34
80%	\$49.11	\$40.93	\$20.16	\$37.12	\$18.57
Mean	\$41.34	\$34.77	\$16.59	\$32.30	\$15.30
Compa-Ratio	-10.1%	-16.9%	-12.7%	-14.0%	-18.4%

City of Glenpool, Oklahoma
Compensation Study

	Event Coordinator	Finance Clerk / Admin. Asst.	Finance Director	Finance / Payroll Clerk	Fire Chief
Current Scale					
Minimum	\$10.00				
Midpoint	\$10.26	\$14.18	\$34.35	\$13.50	\$37.86
Maximum	\$10.51				
Market Percentiles					
20%	\$11.82	\$14.18	\$25.59	\$15.20	\$36.48
25%	\$11.82	\$14.18	\$25.59	\$16.96	\$36.55
30%	\$11.82	\$14.59	\$26.25	\$16.96	\$36.55
35%	\$11.87	\$15.00	\$31.88	\$16.96	\$37.86
40%	\$11.98	\$15.41	\$33.92	\$17.02	\$37.86
45%	\$12.38	\$15.82	\$34.35	\$18.37	\$38.54
50%	\$13.03	\$16.23	\$34.35	\$18.52	\$40.16
55%	\$13.15	\$17.43	\$35.06	\$18.61	\$41.12
60%	\$14.13	\$18.64	\$37.39	\$20.44	\$43.06
65%	\$14.32	\$19.45	\$41.55	\$20.60	\$43.97
70%	\$15.46	\$19.87	\$43.26	\$20.60	\$44.00
75%	\$15.80	\$20.29	\$45.76	\$20.60	\$44.63
80%	\$16.28	\$21.49	\$46.74	\$21.80	\$47.71
Mean	\$13.76	\$17.90	\$35.94	\$19.24	\$41.55
Compa-Ratio	-25.4%	-20.8%	-4.4%	-29.8%	-8.9%

City of Glenpool, Oklahoma Compensation Study

	GCC Operations Coordinator	Heavy Equipment Operator	Human Resource Director	Meter Reader	Plant Supervisor
Current Scale					
Minimum				\$12.00	
Midpoint	\$15.15	\$19.49	\$20.57	\$12.18	\$20.32
Maximum				\$12.36	
Market Percentiles					
20%	\$13.91	\$13.49	\$22.91	\$11.11	\$20.32
25%	\$14.19	\$14.09	\$27.24	\$11.11	\$20.32
30%	\$14.19	\$14.25	\$29.26	\$11.20	\$20.32
35%	\$14.21	\$14.25	\$29.36	\$11.96	\$20.32
40%	\$14.47	\$14.25	\$29.68	\$12.14	\$20.88
45%	\$15.01	\$15.46	\$32.24	\$12.30	\$21.64
50%	\$15.83	\$16.36	\$34.78	\$12.37	\$22.85
55%	\$15.89	\$16.71	\$34.94	\$12.51	\$24.14
60%	\$16.37	\$17.62	\$34.94	\$13.03	\$25.74
65%	\$16.59	\$19.49	\$35.35	\$14.16	\$27.42
70%	\$18.02	\$19.49	\$37.12	\$15.32	\$29.28
75%	\$18.55	\$19.49	\$39.36	\$16.62	\$31.13
80%	\$19.38	\$19.80	\$43.66	\$17.37	\$32.97
Mean	\$16.62	\$16.55	\$34.19	\$14.11	\$25.58
Compa-Ratio	-8.8%	+17.8%	-39.8%	-13.7%	-20.6%

City of Glenpool, Oklahoma Compensation Study

	Police Chief	Public Works Director	Streets & Parks Laborer	Streets & Parks Supr.	Utility Billing Clerk
Current Scale					
Minimum			\$10.50		\$10.50
Midpoint	\$37.86	\$31.94	\$10.66	\$17.19	\$13.15
Maximum			\$10.82		\$15.80
Market Percentiles					
20%	\$31.18	\$31.94	\$10.83	\$17.20	\$11.82
25%	\$33.32	\$31.94	\$10.92	\$17.27	\$11.82
30%	\$35.88	\$32.17	\$11.46	\$20.67	\$11.82
35%	\$36.25	\$32.17	\$11.88	\$21.84	\$11.87
40%	\$36.97	\$32.17	\$12.05	\$23.09	\$11.98
45%	\$37.86	\$32.21	\$12.15	\$24.82	\$12.38
50%	\$37.86	\$33.91	\$12.15	\$25.97	\$13.03
55%	\$40.02	\$35.47	\$12.38	\$27.53	\$13.15
60%	\$41.07	\$36.24	\$12.39	\$27.53	\$14.13
65%	\$43.26	\$36.38	\$12.39	\$27.53	\$14.32
70%	\$46.38	\$40.50	\$13.52	\$28.89	\$15.46
75%	\$46.38	\$41.45	\$15.34	\$29.64	\$15.80
80%	\$46.49	\$43.46	\$15.63	\$31.26	\$16.28
Mean	\$39.73	\$36.90	\$13.18	\$25.23	\$13.76
Compa-Ratio	-4.7%	-13.4%	-19.1%	-31.9%	-4.4%

City of Glenpool, Oklahoma Compensation Study

	Utility Billing Supr.	Water & Sewer Supr.
Current Scale		
Minimum		
Midpoint	\$16.55	\$17.19
Maximum		
Market Percentiles		
20%	\$16.00	\$18.79
25%	\$16.55	\$19.44
30%	\$16.55	\$22.25
35%	\$16.55	\$22.75
40%	\$16.96	\$24.15
45%	\$17.65	\$24.39
50%	\$18.62	\$26.77
55%	\$18.62	\$29.80
60%	\$18.62	\$30.38
65%	\$18.87	\$30.95
70%	\$20.59	\$31.65
75%	\$21.30	\$32.89
80%	\$22.48	\$35.35
Mean	\$19.48	\$29.01
Compa-Ratio	-15.1%	-40.7%

City of Glenpool, Oklahoma Compensation Study

Table 16 – External Market Comparison for Fire Department Employees

	Firefighter	Corporal	Driver	Lieutenant	Captain
Current Scale					
Minimum	\$13.82	\$15.20	\$16.45	\$17.80	\$19.46
Midpoint	\$14.18	\$15.99	\$17.31	\$18.73	\$20.47
Maximum	\$14.54	\$16.78	\$18.16	\$19.65	\$21.48
Market Percentiles					
20%	\$14.25	\$15.86	\$17.48	\$18.30	\$20.50
25%	\$14.48	\$16.21	\$17.95	\$18.54	\$20.85
30%	\$14.59	\$16.45	\$18.32	\$18.91	\$20.96
35%	\$14.76	\$16.69	\$18.62	\$19.56	\$20.99
40%	\$15.39	\$17.11	\$18.82	\$19.86	\$21.61
45%	\$16.08	\$17.54	\$18.99	\$20.07	\$22.15
50%	\$16.36	\$17.68	\$19.01	\$20.24	\$22.18
55%	\$16.79	\$17.90	\$19.01	\$20.24	\$22.88
60%	\$17.49	\$18.25	\$19.01	\$20.24	\$23.66
65%	\$17.65	\$18.44	\$19.24	\$20.41	\$23.82
70%	\$18.05	\$19.06	\$20.07	\$21.56	\$23.90
75%	\$19.82	\$20.58	\$21.33	\$22.59	\$24.16
80%	\$19.82	\$21.47	\$23.12	\$23.37	\$24.68
Mean	\$16.66	\$18.22	\$19.79	\$20.54	\$22.40
Compa-Ratio	-14.9%	-12.3%	-12.5%	-8.8%	-8.6%

**City of Glenpool, Oklahoma
Compensation Study**

Table 17 – External Market Comparison for Police Department Employees

	Officer	Master Patrolman	Corporal	Sergeant	Lieutenant
Current Scale					
Minimum	\$18.60	\$22.52	\$26.75	\$28.60	
Midpoint	\$20.14	\$23.89	\$27.17	\$29.62	\$33.12
Maximum	\$21.68	\$25.25	\$27.58	\$30.64	
Market Percentiles					
20%	\$17.05	\$20.51	\$23.10	\$21.38	\$23.07
25%	\$17.08	\$20.61	\$24.61	\$22.31	\$23.88
30%	\$17.08	\$20.71	\$24.61	\$23.86	\$25.86
35%	\$17.88	\$20.81	\$24.61	\$24.79	\$27.80
40%	\$18.36	\$20.91	\$24.77	\$25.12	\$28.07
45%	\$18.54	\$21.31	\$25.03	\$25.66	\$28.34
50%	\$18.77	\$21.72	\$25.38	\$26.42	\$28.72
55%	\$19.31	\$22.12	\$25.73	\$26.80	\$29.06
60%	\$20.02	\$22.52	\$26.23	\$26.80	\$29.68
65%	\$20.38	\$22.86	\$26.79	\$28.02	\$31.68
70%	\$20.75	\$23.20	\$27.08	\$28.63	\$31.98
75%	\$21.24	\$23.54	\$27.37	\$28.95	\$32.14
80%	\$21.42	\$23.89	\$28.09	\$29.24	\$32.82
Mean	\$19.45	\$22.20	\$25.18	\$25.67	\$28.90
Compa-Ratio	+3.6%	+7.6%	+7.9%	+15.4%	+14.6%

J. Proposed Salary Schedules

General Employees

A recommended General Employee salary scale is shown in Table 18. In Table 19, each grade from the general salary scale is divided equally into 4 levels:

- Level I – Entry Level (0 – 25% of Grade)
- Level II – Junior Level (26 – 50% of Grade)
- Level III – Mid Level (51 – 75% of Grade)
- Level IV – Senior Level (76 – 100% of Grade)

The levels will assist employees in understanding not only their progression in the grade, but also the expected level of performance.

It is recommended that the minimum rate of pay be no less than the living wage for Tulsa County. Utilizing the Massachusetts Institute of Technology's Living Wage Calculation, the living wage for Tulsa County was found to be \$10.15 (livingwage.mit.edu/counties/40143). To be more progressive, the minimum rate of pay was set at \$12.00 at the request of the City Manager.

The spread between the minimum and maximum salary was set to 60%, an industry standard value, to allow for growth opportunities.

The number of pay grades was set to 15 to accommodate the range of CFS Scores. The distance between grades, the ladders, was set at 10.0%. Larger ladders were included to increase the incentive for employees to seek positions of greater responsibility and to make it financially beneficial.

As it is the preference of the City not to use a step system, the following salary advancement program is proposed. The first component of the program is based on tenure. It is recommended that employees be given \$100 per year of tenure with the City. The maximum an employee would earn for tenure would be \$2,000 at 20 years of employment. This component would be in the form of a cash bonus.

The second component of the program would tie the expected performance of each employee to the skill level achieved from Entry Level to Senior Level. In Table 20, the recommended performance matrix is given. Performance based salary increases would utilize the salary midpoint of each grade in combination with the skill level. Performance based salary adjustments would increase an employee's base salary. Paypoint's 360 Performer could be used to measure employee performance.

An example of how to apply both components of the yearly salary review is provided.

City of Glenpool, Oklahoma Compensation Study

Table 18 – Proposed General Salary Schedule

Grade	Min	Mid	Max	Spread
G01	\$12.00	\$15.60	\$19.20	60%
G02	\$13.20	\$17.16	\$21.12	60%
G03	\$14.52	\$18.88	\$23.23	60%
G04	\$15.97	\$20.76	\$25.56	60%
G05	\$17.57	\$22.84	\$28.11	60%
G06	\$19.33	\$25.12	\$30.92	60%
G07	\$21.26	\$27.64	\$34.01	60%
G08	\$23.38	\$30.40	\$37.42	60%
G09	\$25.72	\$33.44	\$41.16	60%
G10	\$28.30	\$36.78	\$45.27	60%
G11	\$31.12	\$40.46	\$49.80	60%
G12	\$34.24	\$44.51	\$54.78	60%
G13	\$37.66	\$48.96	\$60.26	60%
G14	\$41.43	\$53.86	\$66.28	60%
G15	\$45.57	\$59.24	\$72.91	60%

**City of Glenpool, Oklahoma
Compensation Study**

Table 19 – Proposed General Salary Schedule (Expanded)

Grade	Level I (Entry) Min / Max		Level II (Junior) Min / Max		Level III (Mid) Min / Max		Level IV (Senior) Min / Max	
G01	\$12.00	\$13.79	\$13.80	\$15.59	\$15.60	\$17.39	\$17.40	\$19.20
G02	\$13.20	\$15.17	\$15.18	\$17.15	\$17.16	\$19.13	\$19.14	\$21.12
G03	\$14.52	\$16.69	\$16.70	\$18.87	\$18.88	\$21.04	\$21.05	\$23.23
G04	\$15.97	\$18.36	\$18.37	\$20.75	\$20.76	\$23.15	\$23.16	\$25.56
G05	\$17.57	\$20.19	\$20.20	\$22.83	\$22.84	\$25.47	\$25.48	\$28.11
G06	\$19.33	\$22.22	\$22.23	\$25.11	\$25.12	\$28.01	\$28.02	\$30.92
G07	\$21.26	\$24.44	\$24.45	\$27.63	\$27.64	\$30.82	\$30.83	\$34.01
G08	\$23.38	\$26.88	\$26.89	\$30.39	\$30.40	\$33.90	\$33.91	\$37.42
G09	\$25.72	\$29.57	\$29.58	\$33.43	\$33.44	\$37.29	\$37.30	\$41.16
G10	\$28.30	\$32.53	\$32.54	\$36.77	\$36.78	\$41.02	\$41.03	\$45.27
G11	\$31.12	\$35.78	\$35.79	\$40.45	\$40.46	\$45.12	\$45.13	\$49.80
G12	\$34.24	\$39.36	\$39.37	\$44.50	\$44.51	\$49.63	\$49.64	\$54.78
G13	\$37.66	\$43.30	\$43.31	\$48.95	\$48.96	\$54.60	\$54.61	\$60.26
G14	\$41.43	\$47.63	\$47.64	\$53.85	\$53.86	\$60.06	\$60.07	\$66.28
G15	\$45.57	\$52.40	\$52.41	\$59.23	\$59.24	\$66.07	\$66.08	\$72.91

Table 20 – Proposed Performance Matrix

Performance	Level I	Level II	Level III	Level IV
Outstanding	100%	87.5%	75%	62.5%
Exceeds Expectation	75%	62.5%	50%	37.5%
Meets Expectation	50%	37.5%	25%	12.5%
Needs Improvement	25%	12.5%	0%	0%
Unsatisfactory	0%	0%	0%	0%

Salary Review Computation (Example)

Grade = G10
Level: III (Mid-level)
Tenure: 10 years
Base Salary - \$38.00

Maximum Performance Increase = 5% (Council Approved)
Midpoint of Grade = \$36.78
Maximum Performance Wage Increase = 5% x \$36.78 = \$1.84 (100%)

Performance Level: Exceeds Expectation

Performance	Level I	Level II	Level III	Level IV
Outstanding	\$1.84	\$1.61	\$1.38	\$1.15
Exceeds Expectation	\$1.38	\$1.15	\$0.92	\$0.69
Meets Expectation	\$0.92	\$0.69	\$0.46	\$0.23
Needs Improvement	\$0.46	\$0.23	\$0	\$0
Below Expectation	\$0	\$0	\$0	\$0

For this employee, they would receive a longevity bonus of \$1,000. They would also receive an increase to their base salary for their performance of \$0.92/hr, or \$1913.60. The total additional take-home pay would be \$2,913.60. Approximately, two-thirds of the additional take-home pay would be performance based and one-third would be tenure based. For the year, they would receive a total increase of 3.69%. (For less tenured employee a higher percentage of any increase would be performance based.)

If this employee had a performance component of "Met Expectations," they would receive additional take-home pay of \$1,956.80 which represents an increase of 2.48% from all sources.

(For employees at the maximum of the pay grade or whose salary is frozen, only a longevity bonus would be applied.)

IAFF Local 2990

A recommended salary scale for the International Association of Fire Fighters Local 2990 is shown in Table 21. The midpoint of the Firefighter position was set to the average of the market.

The spread between the minimum and maximum salary was set consistently to 20%, or rather, a 5% increase between each step. The ladders between positions was set at 7.5%. Taken in combination, the distance between the minimum salary of the Firefighter position and the maximum salary of the Captain position is 60%. This gives employees in IAFF Local 2990 the same advancement opportunities as General Employees.

Table 21 - Proposed IAFF Local 2990 Salary Schedule

Grade	Step 01	Step 02	Step 03	Step 04	Step 05	Step	Spread
F01	\$15.15	\$15.90	\$16.66	\$17.42	\$18.17	\$0.76	20%
F02	\$16.28	\$17.10	\$17.91	\$18.72	\$19.54	\$0.81	20%
F03	\$17.50	\$18.38	\$19.25	\$20.13	\$21.00	\$0.88	20%
F04	\$18.82	\$19.76	\$20.70	\$21.64	\$22.58	\$0.94	20%
F05	\$20.23	\$21.24	\$22.25	\$23.26	\$24.27	\$1.01	20%

FOP Lodge 133

A recommended salary scale for the Fraternal Order of Police Lodge 133 is shown in Table 22. The midpoint of the Officer position was set to the average of the market.

The spread between the minimum and maximum salary was set consistently to 20%, or rather, a 5% increase between each step. The ladders between positions was set at 10%. Taken in combination, the distance between the minimum salary of the Officer position and the maximum salary of the Sergeant position is 60%. This gives employees FOP Lodge 133 the same advancement opportunities as General Employees. (The Lieutenant position is currently not in use and was not included).

Table 22 - Proposed FOP Lodge 133 Salary Schedule

Grade	Step 01	Step 02	Step 03	Step 04	Step 05	Step	Spread
P01	\$18.22	\$19.13	\$20.04	\$20.95	\$21.86	\$0.91	20%
P02	\$20.04	\$21.04	\$22.04	\$23.05	\$24.05	\$1.00	20%
P03	\$22.04	\$23.15	\$24.25	\$25.35	\$26.45	\$1.10	20%
P04	\$24.25	\$25.46	\$26.67	\$27.89	\$29.10	\$1.21	20%

K. Recommended Reclassifications

Comparing the knowledge, skills, and abilities of current positions at Glenpool to similar positions in the external market, utilizing both existing job descriptions and the employee and manager responses to the PVP, the following positions are recommended for reclassification.

Table 23 - Recommended Reclassification

Current Classification	New Classification
Admin. Asst. – Comm. Dev.	Executive Assistant

L. Recommended Salary Adjustments

A regression analysis of the CFS Score and the salary survey results indicate that the market mean salary for all General positions is predicted by the CFS Score. In other words, the knowledge, skills, and abilities identified in the employee/manager Position Vantage Point job description survey correlate well with the external markets' valuation of the positions at Glenpool.

Positions marked in **green** have been recommended for adjustments based on the external market findings. Existing salaries were scaled relative to the midpoint of the existing salary scale and the average salary for the position in the external market, the Compa-Ratio, for positions that are either below market or *substantially* below market.

Positions marked in **red** are currently being paid either above market or *substantially* above market. For these positions, the rate of pay was not changed.

Positions marked in **purple** have been recommended for adjustment to at least the Living Wage of Tulsa County, but preferably the minimum rate of \$12.00.

Positions marked in **black** are currently being paid at market. For these positions, the rate of pay was not changed.

Each General position was placed in the "New Grades" according to the Compensable Factor Scores. No salary reductions were recommended.

IAFF Local 2990 Employees and FOP Lodge 133 Employees were placed in the step closest to the "New Rate." No salary reductions were recommended.

City of Glenpool, Oklahoma Compensation Study

Table 24 – General Employee Salary Adjustments

Title	Current Rate	Proposed Grade	Proposed Rate
Admin. Asst. Comm. Dev.	\$12.17	G02	\$17.93
Animal Control Officer	\$12.61	G03	\$15.76
Assistant Police Chief	\$31.02	G10	\$31.02
Building Maintenance Technician	\$14.71	G04	\$17.18
Building Official	\$23.64	G08	\$25.56
City Attorney	\$48.22	G14	\$51.59
City Clerk	\$37.15	G10	\$37.15
City Manager	N/A	G15	N/A
City Planner	\$25.21	G08	\$30.27
Code Enforcement Officer	\$15.05	G06	\$19.70
Community Relations Director	\$28.89	G10	\$34.77
Community Development Director	\$37.15	G12	\$41.34
Deputy Court Clerk	\$14.49	G04	\$16.59
Deputy Fire Chief	\$27.78	G10	\$32.30
Emergency Comm. Dispatcher / Jailer	\$11.00	G01	\$17.10
Emergency Comm. Dispatcher / Jailer	\$11.60	G01	\$14.93
Emergency Comm. Dispatcher / Jailer	\$11.60	G01	\$14.93
Emergency Comm. Dispatcher / Jailer	\$12.18	G01	\$14.22
Emergency Comm. Dispatcher / Jailer	\$12.18	G01	\$14.22
Emergency Comm. Dispatcher / Jailer	\$13.95	G01	\$13.49
Event Coordinator	\$10.00	G02	\$14.10
Event Coordinator	\$10.51	G02	\$13.41
Finance Clerk / Admin. Asst.	\$14.18	G03	\$17.90
Finance Director	\$34.35	G09	\$34.35
Finance / Payroll Clerk	\$13.50	G03	\$19.24
Fire Chief	\$37.86	G12	\$41.55
GCC Operations Coordinator	\$15.15	G02	\$16.62

City of Glenpool, Oklahoma Compensation Study

Title	Current Rate	Proposed Grade	Proposed Rate
Heavy Equipment Operator	\$19.49	G02	\$19.49
Human Resource Director	\$20.57	G09	\$34.19
Meter Reader	\$12.00	G02	\$14.32
Meter Reader	\$12.36	G02	\$13.90
Plant Supervisor	\$20.32	G07	\$25.58
Police Chief	\$37.86	G12	\$37.86
Public Works Director	\$31.94	G09	\$36.90
Streets & Parks Superintendent	\$17.19	G07	\$25.23
Streets & Parks Laborer	\$10.50	G01	\$13.38
Streets & Parks Laborer	\$10.50	G01	\$13.38
Streets & Parks Laborer	\$10.82	G01	\$13.38
Streets & Parks Laborer	\$10.82	G01	\$12.99
Streets & Parks Laborer	\$10.82	G01	\$12.99
Utility Billing Clerk	\$10.50	G01	\$12.00
Utility Billing Clerk	\$15.80	G01	\$15.80
Utility Billing Supervisor	\$16.55	G06	\$19.48
Water and Sewer Superintendent	\$17.19	G08	\$29.01

City of Glenpool, Oklahoma Compensation Study

Table 25 – IAFF Local 2990 Salary Adjustments

Title	Current Rate	Proposed Step	Proposed Rate
Firefighter	\$13.82	F01-02	\$15.90
Firefighter	\$13.82	F01-02	\$15.90
Firefighter	\$13.82	F01-02	\$15.90
Firefighter	\$13.82	F01-02	\$15.90
Firefighter	\$13.82	F01-02	\$15.90
Firefighter	\$13.82	F01-02	\$15.90
Firefighter	\$13.82	F01-02	\$15.90
Corporal	\$14.98	F02-02	\$17.10
Corporal	\$14.98	F02-02	\$17.10
Driver	\$16.21	F03-02	\$18.38
Driver	\$16.21	F03-02	\$18.38
Lieutenant	\$17.54	F04-01	\$18.82
Lieutenant	\$17.54	F04-01	\$18.82
Lieutenant *	\$17.54	F04-01	\$18.82
Captain	\$18.98	F05-01	\$20.23
Captain	\$18.98	F05-01	\$20.23
Captain	\$18.98	F05-01	\$20.23
Captain	\$20.95	F05-03	\$22.25
Captain	\$20.95	F05-03	\$22.25
Captain	\$20.95	F05-03	\$22.25

* Recommend Lieutenant to receive current Training Officer supplement.

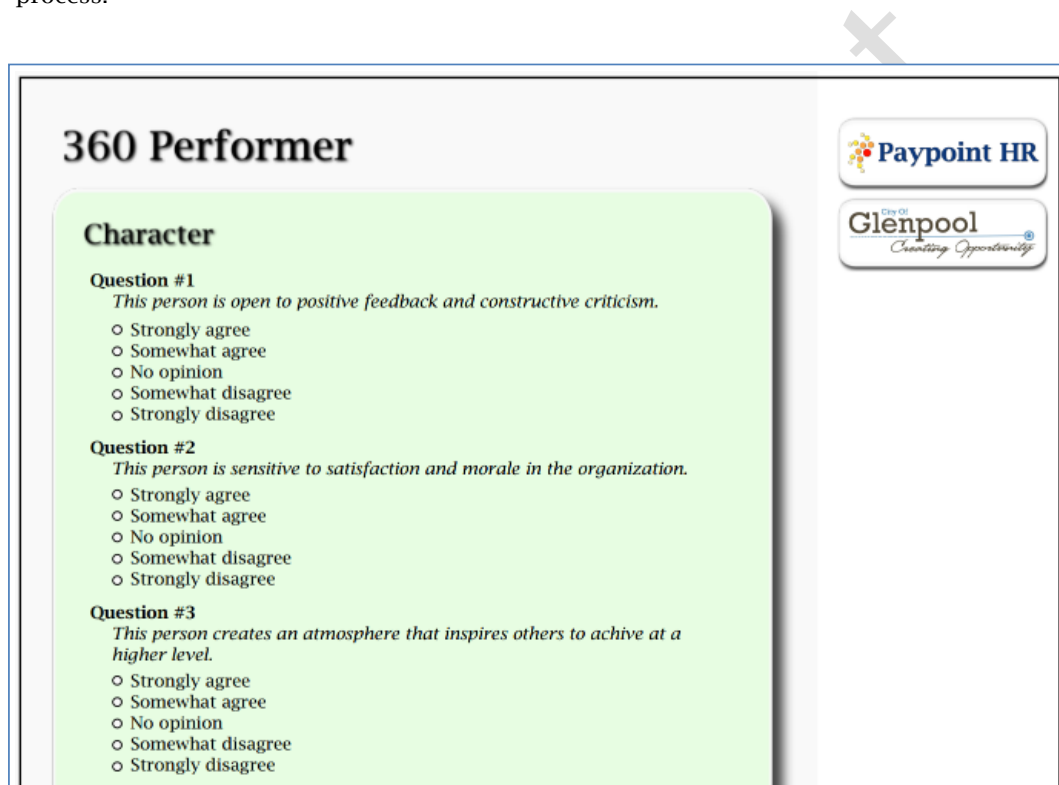
**City of Glenpool, Oklahoma
Compensation Study**

Table 26 - FOP Lodge 133 Salary Adjustments

Title	Current Rate	Proposed Step	Proposed Rate
Officer	\$18.60	P01-01	\$18.60
Officer	\$18.60	P01-01	\$18.60
Officer	\$18.60	P01-01	\$18.60
Officer	\$18.60	P01-01	\$18.60
Officer	\$18.60	P01-01	\$18.60
Officer	\$18.60	P01-01	\$18.60
Officer	\$18.60	P01-01	\$18.60
Officer	\$21.68	P01-04	\$21.68
Master Patrolman	\$25.25	P02-05	\$25.25
Master Patrolman	\$25.25	P02-05	\$25.25
Master Patrolman	\$25.25	P02-05	\$25.25
Master Patrolman	\$25.25	P02-05	\$25.25
Master Patrolman	\$25.25	P02-05	\$25.25
Master Patrolman	\$25.25	P02-05	\$25.25
Corporal	\$26.75	P03-05	\$26.75
Corporal	\$27.58	P03-05	\$27.58
Corporal	\$27.58	P03-05	\$27.58
Sergeant	\$28.60	P04-04	\$28.60
Sergeant	\$30.64	P04-05	\$30.64
Sergeant	\$30.64	P04-05	\$30.64
Sergeant	\$30.64	P04-05	\$30.64

M. Additional Items

In light of the high degree of correlation between the market mean salary for all positions and the corresponding CFS Score, it is recommended that Glenpool consider the PVP and CFS Scoring system as a valuable tool for future job classifications. Accordingly, Paypoint HR will be making the CFS Scoring system along with the PVP Questionnaire available to the City, at no cost, for the next year to aid in the transition process.



360 Performer

Character

Question #1
This person is open to positive feedback and constructive criticism.

- ☐ Strongly agree
- ☐ Somewhat agree
- ☐ No opinion
- ☐ Somewhat disagree
- ☐ Strongly disagree

Question #2
This person is sensitive to satisfaction and morale in the organization.

- ☐ Strongly agree
- ☐ Somewhat agree
- ☐ No opinion
- ☐ Somewhat disagree
- ☐ Strongly disagree

Question #3
This person creates an atmosphere that inspires others to achieve at a higher level.

- ☐ Strongly agree
- ☐ Somewhat agree
- ☐ No opinion
- ☐ Somewhat disagree
- ☐ Strongly disagree

Paypoint HR

City Of Glenpool
Creating Opportunity

Paypoint HR's 360° Performer Employee/Peer/Manager (EPM) System provides an analytical tool to measure the performance of employees by seeking the input of not only the individual employee and their respective manager, but also their peers within the organization. Paypoint's 360°-Performer System involves asking a series of performance related questions to each employee/manager while also allowing each employee/manager to answer the same questions about the performance of their peers/employees and their managers. The system categorizes the responses based on the respondent and delivers objective metrics to quantify performance. It is typically recommended that the employees who receive top scores receive an equal share of both a monetary and non-monetary form of compensation for their performance. Non-

monetary forms of compensation can be anything from a parking spot to official public recognition to a department pizza party in their honor. For the employees who score low both relative to the responses of their peers and managers, it is recommended that remedial action be considered. A sample of questions that are typically asked is shown above, but can be customized for the client. Narrative questions can also be included for employee feedback purposes.

Use of Paypoint HR's 360° Employee/Peer/Manager (EPM) System would be provided at no cost for the first review. Subsequent reviews would be priced to reflect the needs of the client. Typically, Paypoint charges a setup fee of \$1,000 (waived) and \$50 per participant with a minimum purchase of \$2,500 worth of services.

Paypoint HR appreciates the opportunity to serve the employees of Glenpool and Glenpool taxpayers and would welcome the ability to continue to do so on an on-going basis.