



**NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING**

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on April 18, 2022, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

NOTE: The Glenpool City Council will be assembled for the meeting at the City Council Chambers, 12205 S. Yukon Ave, Glenpool, Oklahoma. Members of the public are invited to attend the in-person meeting, or join a live broadcast at this link:

Join Zoom Meeting

<https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFlKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

Passcode: 974088

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

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER.**
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: <https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf> and email it to the City Clerk: Wknight@cityofglenpool.com **PRIOR TO 6:00 PM APRIL 18, 2022.**

AGENDA

Page

- A) **Call to Order - Joyce G. Calvert, Mayor**
- B) **Roll Call, Declaration of Quorum – Wendy Knight, City Clerk; Joyce G. Calvert, Mayor**
- C) **Invocation – Brent McClure, Woodlake Church**
- D) **Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) **City Manager Report – David Tillotson, City Manager**
 - 1) [Final CM Report.04182022 \(003\)](#)
- F) **Mayor Report – Joyce G. Calvert, Mayor**
- G) **Council Comments**
- H) **Public Comments**
- I) **Scheduled Business**

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- 1) Discussion and possible action to approve, deny, or amend minutes from April 4, 2022 meeting. 4 - 13
(Wendy Knight, City Clerk)
[City Council Regular Meeting - 04 Apr 2022 - Minutes - Html](#)
- 2) Discussion and possible action to approve, deny or amend Article 6: Benefits, Employee Handbook. 14 - 21
(Susan White, Asst. City Manager)
[Staff Report - EmpHnbk.Art.6.04.08.22](#)
- 3) Discussion and possible action to approve or deny the recommendation to Tulsa County Board of Commissioners that Trustee Brandon Kearns should be reappointed to the GEMS Board for an additional five-year term, expiring May 31, 2027. 22
(Susan White, Assistant City Manager/GEMS District Administrator)
[Staff Report-Kearns Reappointment](#)
- 4) Discussion and possible action to approve or deny FY21-22 Budget Amendment CITY-11 in the amount of \$80,000 in the General Fund and \$3,000 in the Public Safety Fund. 23 - 24
(Frank Ordaz, Finance Director)
[Staff Report - Fuel Budget Amendment CITY 11](#)
[Fuel and FICA Budget Amendment CITY 11](#)
- 5) Discussion and possible action to approve or deny renewal of the employee benefits package for Fiscal Year 2022-2023. 25 - 31
(David Tillotson, City Manager)
[Staff Report - Benefits Renewal](#)

J) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on April 14, 2022, by 4:00 pm.

Signed: Wendy Knight

City Clerk



To: Mayor and Council

From: David Tillotson

Date: April 14, 2022

Re: City Manager Report

Open Positions

We are finally making some progress in hiring for our open positions. I have noted those positions below that are in the process.

- Public Works: 7 positions
 - City Engineer – Applications have been received and are being reviewed
 - Public Works Director
 - Equipment Operator
 - Streets/Parks Laborer – interviews set
 - Administrative Assistant – interviews set
 - Water/Sewer Laborer – 2 positions – interviews set
- Police Department: 4 Positions
 - Animal Control Officer – interviews completed, waiting on offer
 - Lieutenant
 - Police Officer – interviews set
 - Dispatcher – offer made and accepted, waiting on background
- Administration: 1 Position
 - Part-time Administrative Assistant – position advertised
- Fire Department: 3 Positions
 - Firefighter – pending pension physical, tentative start date of 4/25
- Finance Department: 1 Position
 - Controller – position advertised

Miscellaneous

- Glenpool Community Cleanup – April 30th

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

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight

www.glenpoolonline.com



MINUTES
City Council Regular Meeting
Monday, April 4, 2022 Council Chambers 6:00 PM

COUNCIL PRESENT:

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

STAFF PRESENT:

David Tillotson
Susan White
Wendy Knight
Frank Ordaz
Gerald Gilbert
Bart Harris

- A) Call to Order - Joyce G. Calvert, Mayor**
Mayor Calvert called the meeting to order at 6:01 p.m.
- B) Roll Call, Declaration of Quorum – Wendy Knight, City Clerk; Joyce G. Calvert, Mayor**
Wendy Knight called the roll, Mayor Calvert declared a quorum present.
Brian Kuester was also in attendance.
- C) Invocation – Sean Farver, Kirk Crossing**
Susan White provided the invocation in Sean Farver's absence.
- D) Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) Proclamations – Joyce G. Calvert, Mayor**
- 1) **a. ACO Week**
 - b. Dispatchers Week**
[Proclamation ACO Week 2022](#)
[Proclamation Dispatchers Week 2022](#)

F) Development Services Report – Gerald Gilbert, Development Services Director

[Development Services Report - April 2022](#)

G) City Manager Report – David Tillotson, City Manager

- Lynn Burrow, Community Development Director/City Engineer has fully retired, his last day will be Friday.
- Attended ICSC with Mayor Calvert, a very good show with several conversations and anticipate seeing some documentation as a result of those conversations soon. Attendance was down, so recommending not attending ICSC Recon this year.
- Regarding complaints about roadwork done in Rolling Meadows over the weekend - the crack sealing process did not go well in some areas, so crews were back out today cleaning it up. Will resume project when weather warms and dries up.
- Regarding complaints over sewer smell - will be address in GUSA meeting.

[CM Report 04042022](#)

H) Mayor Report – Joyce G. Calvert, Mayor

- Attendance was down at ICSC, but for those that were there, it was an excellent convention. Retail Attractions did an excellent job of having appointments lined up, and we appreciate Rickey Hayes' efforts very much.

I) Council Comments

There were no Council comments.

J) Public Comments

There were no public comments.

K) Scheduled Business

- 1) Discussion and possible action to approve, deny, or amend minutes from March 21, 2022 meeting.
(Wendy Knight, City Clerk)

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve the minutes as presented.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			

Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[City Council Regular Meeting - 21 Mar 2022 - Minutes - Html](#)

- 2) Discussion and possible action to approve, deny, or amend a 4.4 % curb service rate increase from American Waste Control, Inc.
(Susan White, Assistant City Manager, Paul Ross, V.P. American Waste Control)

Ms. White presented and recommended Council approval a 4.4 % curb service rate increase from American Waste Control, Inc. Since February 2018 American Waste has not used their option to increase rates to the City. Due to rising costs, Mr. Paul Ross, Vice President has requested a rate increase of 4.4% to curb service. This will increase the City's cost by \$0.62 per cart, or approximately \$2,600.00 monthly. Mr. Ross met with staff on March 28 and agreed to an effective date of July 1, 2022, to coincide with our next Fiscal Year Budget.

Moved by Brandon Kearns, seconded by Chris Brobst

To approve a 4.4 % curb service rate increase from American Waste Control, Inc.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Staff Report - Amer Waste Rate Increase-04.04.22](#)

- 3) Discussion and possible action to approve, deny or amend Ordinance No. 800, an Ordinance amending the Employee Retirement System Defined Contribution Plan for the City of Glenpool, Glenpool Utility Service Authority, and Glenpool Industrial Authority.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval Ordinance No. 800, an Ordinance amending the Employee Retirement System Defined Contribution Plan for the City of Glenpool, Glenpool Utility Service Authority, and Glenpool Industrial Authority. The retirement plans which the City of Glenpool has adopted through OkRMF represents a tax qualified plan(s) which means the IRS has reviewed the plans and issued a determination letter. This determination letter is assurance that the plan(s) complies with the IRS legal requirements. This process happens every six years. As part of the upcoming six-year filing cycle, the City Council must approve the amended and restated Defined Contribution Master Plan and Joinder Agreement.

Moved by Chris Brobst, seconded by Jacqueline Triplett-Lund

To approve Ordinance No. 800, an Ordinance amending the Employee Retirement System Defined Contribution Plan for the City of Glenpool, Glenpool Utility Service Authority, and Glenpool Industrial Authority.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Staff Report - OkMRF.IRS filing review.DT.04.04.22](#)
[Ordinance No. 800](#)

- 4) Discussion and possible action to approve or deny an Emergency Clause for Ordinance No. 800.
(David Tillotson, City Manager)

Mr. Tillotson recommended Council approval of an Emergency Clause for Ordinance No. 800.

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To approve an Emergency Clause for Ordinance No. 800.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			

Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

Emergency Clause

- 5) Discussion and possible action to approve, deny or amend Ordinance No. 801, an Ordinance amending the Employee Retirement System Defined Contribution Plan for the position of City Manager for the City of Glenpool.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of Ordinance No. 801, an Ordinance amending the Employee Retirement System Defined Contribution Plan for the position of City Manager for the City of Glenpool.

Moved by Tim Fox, seconded by Jacqueline Triplett-Lund

To approve Ordinance No. 801, an Ordinance amending the Employee Retirement System Defined Contribution Plan for the position of City Manager for the City of Glenpool.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

Ordinance No. 801

- 6) Discussion and possible action to approve or deny an Emergency Clause for Ordinance No. 801.
(David Tillotson, City Manager)

Mr. Tillotson recommended Council approval of an Emergency Clause for Ordinance No. 801.

Moved by Chris Brobst, seconded by Brandon Kearns

To approve an Emergency Clause for Ordinance No. 801.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Emergency Clause](#)

- 7) Discussion and possible action to approve, deny or amend Ordinance No. 802, an Ordinance amending the Employee Retirement System Defined Contribution Plan for the position of Assistant City Manager for the City of Glenpool.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of Ordinance No. 802, an Ordinance amending the Employee Retirement System Defined Contribution Plan for the position of Assistant City Manager for the City of Glenpool.

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To approve Ordinance No. 802, an Ordinance amending the Employee Retirement System Defined Contribution Plan for the position of Assistant City Manager for the City of Glenpool.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Ordinance No. 802](#)

- 8) Discussion and possible action to approve or deny an Emergency Clause for Ordinance No. 802.
(David Tillotson, City Manager)

Mr. Tillotson recommended Council approval of an Emergency Clause for Ordinance No. 802.

Moved by Tim Fox, seconded by Brandon Kearns

To approve an Emergency Clause for Ordinance No. 802.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

Emergency Clause

- 9) Discussion and possible action to approve, deny or amend Ordinance No. 803, an Ordinance amending the Employee Retirement System Defined Contribution Plan for the position of Chief of Police for the City of Glenpool.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of Ordinance No. 803, an Ordinance amending the Employee Retirement System Defined Contribution Plan for the position of Chief of Police for the City of Glenpool.

Moved by Jacqueline Triplett-Lund, seconded by Tim Fox

To approve Ordinance No. 803, an Ordinance amending the Employee Retirement System Defined Contribution Plan for the position of Chief of Police for the City of Glenpool.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			

Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Ordinance No. 803](#)

- 10) Discussion and possible action to approve or deny an Emergency Clause for Ordinance No. 803.
(David Tillotson, City Manager)

Mr. Tillotson recommended Council approval of an Emergency Clause for Ordinance No. 803.

Moved by Tim Fox, seconded by Jacqueline Triplett-Lund

To approve an Emergency Clause for Ordinance No. 803.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Emergency Clause](#)

- 11) Discussion, and possible action to approve, deny or amend an Engagement Letter from Hinkle & Company, CPA to conduct the fiscal year ending June 30, 2022 Annual Audit.
(Frank Ordaz, Finance Director)

Mr. Ordaz presented and recommended Council approval of an Engagement Letter from Hinkle & Company, CPA to conduct the fiscal year ending June 30, 2022 Annual Audit. The estimated cost for the audit services is \$27,500, and funds will be budgeted for these audit services in next fiscal year 2022-2023 budget. State statute requires filing the annual audit with the Oklahoma State Auditor and Inspector by December 31, 2022.

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To approve an Engagement Letter from Hinkle & Company, CPA to conduct the fiscal year ending June 30, 2022 Annual Audit.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Staff Report - Audit Engagement for FYE June 30 2022 with Hinkle Company](#)
[CIT1050 City of Glenpool Engagement Letter Issued March 11 2022](#)

- 12) Discussion and possible action to approve or deny FY21-22 Budget Amendment CITY-10 in the amount of \$280,000.00.
(Frank Ordaz, Finance Director)

Mr. Ordaz presented and recommended Council approval of FY21-22 Budget Amendment CITY-10 in the amount of \$280,000.00. The funding for the tax increment financing payments and sales tax rebate is a transfer from the General Fund. The funding for the building maintenance and landscape/lawn services of the Glenpool Conference Center and the roof repair of the Emergency Medical Services building is a transfer from the Glenpool Industrial Fund Balance.

Moved by Brandon Kearns, seconded by Jacqueline Triplett-Lund

To approve FY21-22 Budget Amendment CITY-10 in the amount of \$280,000.00.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[City - GIA Budget Amendment Staff Report](#)
[City - GIA Budget Amendment City 10](#)

L) Adjournment

Mayor Calvert declared the meeting adjourned at 6:38 p.m.



To: HONORABLE MAYOR AND CITY COUNCIL
From: Susan White, Assistant City Manager
Date: April 18, 2022
Subject: Employee Handbook Adoption, Article 6 Benefits

Background:

Article 6: Benefits describes the various employee benefits offered by the City. These include Holidays, Retirement plans, Group Insurance plans, Employee Assistance Program, Longevity, and other voluntary supplemental benefit plans.

The article has expanded to include benefit plans which were not identified in the earlier version of the Handbook; however, it now appropriately reflects the current employee benefits.

This article represents the third update submitted to the Council for consideration since the beginning of the updating process. Upon approval by the Council, each article becomes immediately effective.

Each union was given the opportunity to review and submit recommended modifications. Neither union presented objections to the updated language in Article 6.

Staff Recommendation:

Staff recommends Council consideration and approval to adopt Article: Benefits, City of Glenpool Employee Handbook.

Attachments:

Redline Comparison
Final Article 6 Benefits

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

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight

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ARTICLE 6: BENEFITS

6.1 HOLIDAYS

Regular, full-time employees, working a forty (40) hour work week shall be entitled to twelve (12) holidays without loss of pay. Part time employees are not eligible for holiday pay. The employee shall receive holiday pay based on their regularly scheduled work hours.

A. The authorized holidays shall be as follows:

New Year's Day	January 1st
Martin Luther King Day	3rd Monday in January
President's Day	3rd Monday in February
Good Friday	Friday prior to Easter
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24th
Christmas Day	December 25th

B. Provisions. When an authorized holiday falls on Sunday the following Monday shall be observed as the official holiday. When an authorized holiday falls on Saturday the previous Friday shall be observed. Department heads shall use discretion in authorizing holiday leave. Sufficient personnel shall be working to maintain adequate City services. Should an employee be required to work on an authorized holiday or such holiday falls on the employee's regularly scheduled day off, he/she shall be entitled to one additional day off or an additional day's pay at his/her regular rate of pay. An employee on standby duty for emergency service shall be subject to Article 3.17 regarding working on a holiday.

C. An employee on leave without pay shall not receive holiday payment.

D. Holidays are to be taken in eight (8) hour increments.

6.2 ~~PENSION~~RETIREMENT PLAN

City employees, other than uniformed Fire and Police personnel, shall participate in the City ~~Pension~~Retirement Plan, ~~OMRF~~OkMRF (Oklahoma Municipal Retirement Fund) from the beginning of their employment, with immediate vesting of 100%.

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There is a required mandatory employee contribution as well as the City's contribution. Employees may make additional voluntary contributions to the plan

In the event that an employee's service is terminated prior to retirement age, the employee will have the option of leaving their contribution in the plan until a later date or withdrawing the funds according to IRS regulations.

The ~~pension~~retirement plan provides for normal or full retirement at sixty-five (65) years of age. ~~An employee shall inform the Pension Plan in writing at least thirty (30) days prior to their intended retirement date.~~

6.3 GROUP INSURANCE PLANS

~~The City participates in a group health, dental and life insurance plan.~~

~~A. Health Insurance. Membership in the plan is mandatory for all Regular, full-time employees after thirty (30) days of employment. The City currently pays the total premium for single coverage (employee only). Membership in the family are eligible for health, dental, vision and life insurance. The City will provide health insurance plan is voluntary and available to all eligible City employees. The City currently pays an amount equal to the "single coverage" rate of the family premium. "Family Coverage" rates quoted by our insurance company are defined as "family, including employee".~~

~~B. Dental Insurance. Membership in the plan is optional for all full for all eligible part-time employees after subject to the rules of the Affordable Care Act. Coverage begins the first of the month following thirty (30) days of employment. The City does not pay any portion Details concerning deductibles, restrictions and scope of the premium for single coverage or family coverage. "Family Coverage" rates quoted by our insurance company coverage are defined as "family, including employee".~~

~~C. Life Insurance. Membership explained in the plan is mandatory documents for all full time employees after thirty (30) day each type of employment. The City currently pays the total premium for single coverage (employee only). The employee has the option to enroll in additional life insurance coverage for themselves or their family. The City currently does not pay for any additional life insurance premiums in which the employee enrolls coverage. Plan documents are kept in Human Resources.~~

~~D. Disability Insurance. Membership is optional. Employees are eligible after thirty (30) days of employment. The City does not pay any portion of the premium.~~

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6.4 EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is available to all employees. The service is designed to encourage employees and their family members to take the initiative for their own health and wellness. The EAP provides short-term counseling and referral services to employees and eligible family members who may be experiencing emotional, financial, drug or alcohol, martial, legal or family problems. The EAP counselor will assist the employee in determining how the EAP counseling sessions costs can be paid. In most instances, the employee's medical benefit plan can be used.

When documented job impairment has been observed and identified, a Supervisor may recommend participation in the EAP. Any action taken by the Supervisor, however, will be based on job performance. When an employee seeks assistance or is referred to a counselor, his or her status and problem-solving actions will remain confidential and will not be released to other persons except on a need-to-know basis.

EAP-related activities, such as referral appointments, will be treated on the same basis as other personal business or health matters with regards to use of accrued leave balances.

6.5 VOLUNTARY BENEFITS

The City offers a variety of voluntary supplemental benefit plans available to employees. These voluntary benefits may vary from year to year.

6.6 LONGEVITY PAY

Longevity pay is additional compensation paid to eligible full-time employees for long-term continuous service. Employees with interrupted service will establish eligibility from the latest date of employment. Employees covered by a Collective Bargaining Agreement receive longevity pay in accordance with the terms of their applicable agreement.

To receive longevity pay, an employee must have completed the required years of service by June 30th of each year. Employees, who terminate employment after establishing eligibility, but before longevity checks are issued, will not receive longevity pay.

Longevity checks will be generated as a direct deposit during the last week of June. The usual deductions for federal tax, state tax and any applicable retirement are withheld from this payment.

The following table illustrates the longevity pay schedule:

<u>Years of Service</u>	<u>Longevity Pay Amount</u>
<u>0 through 2</u>	<u>\$0.00</u>
<u>3</u>	<u>\$240.00</u>
<u>4</u>	<u>\$480.00</u>
<u>5</u>	<u>\$720.00</u>
<u>6</u>	<u>\$960.00</u>
<u>7</u>	<u>\$1200.00</u>
<u>8</u>	<u>\$1440.00</u>
<u>9</u>	<u>\$1680.00</u>
<u>10</u>	<u>\$1920.00</u>
<u>11</u>	<u>\$2160.00</u>
<u>12 & UP</u>	<u>\$2400.00</u>

6.7 BENEFIT MODIFICATIONS

~~E~~—The City reserves the right to add, delete, or modify ~~insurance coverage~~benefits delineated in this Article each fiscal year based on budgetary or policy determinations

ARTICLE 6: BENEFITS

6.1 HOLIDAYS

Regular, full-time employees, working a forty (40) hour work week shall be entitled to twelve (12) holidays without loss of pay. Part time employees are not eligible for holiday pay. The employee shall receive holiday pay based on their regularly scheduled work hours.

A. The authorized holidays shall be as follows:

New Year's Day	January 1st
Martin Luther King Day	3rd Monday in January
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Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24th
Christmas Day	December 25th

B. Provisions. When an authorized holiday falls on Sunday the following Monday shall be observed as the official holiday. When an authorized holiday falls on Saturday the previous Friday shall be observed. Department heads shall use discretion in authorizing holiday leave. Sufficient personnel shall be working to maintain adequate City services. Should an employee be required to work on an authorized holiday or such holiday falls on the employee's regularly scheduled day off, he/she shall be entitled to one additional day off or an additional day's pay at his/her regular rate of pay. An employee on standby duty for emergency service shall be subject to Article 3.17 regarding working on a holiday.

C. An employee on leave without pay shall not receive holiday payment.

D. Holidays are to be taken in eight (8) hour increments.

6.2 RETIREMENT PLAN

City employees, other than uniformed Fire and Police personnel, shall participate in the City Retirement Plan, OkMRF (Oklahoma Municipal Retirement Fund) from the beginning of their employment, with immediate vesting of 100%.

There is a required mandatory employee contribution as well as the City's contribution. Employees may make additional voluntary contributions to the plan

In the event that an employee's service is terminated prior to retirement age, the employee will have the option of leaving their contribution in the plan until a later date or withdrawing the funds according to IRS regulations.

The retirement plan provides for normal or full retirement at sixty-five (65) years of age.

6.3 GROUP INSURANCE PLANS

Regular, full-time employees are eligible for health, dental, vision and life insurance. The City will provide health insurance for all eligible part-time employees subject to the rules of the Affordable Care Act. Coverage begins the first of the month following thirty (30) days of employment. Details concerning deductibles, restrictions and scope of coverage are explained in the plan documents for each type of coverage. Plan documents are kept in Human Resources.

6.4 EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is available to all employees. The service is designed to encourage employees and their family members to take the initiative for their own health and wellness. The EAP provides short-term counseling and referral services to employees and eligible family members who may be experiencing emotional, financial, drug or alcohol, marital, legal or family problems. The EAP counselor will assist the employee in determining how the EAP counseling sessions costs can be paid. In most instances, the employee's medical benefit plan can be used.

When documented job impairment has been observed and identified, a Supervisor may recommend participation in the EAP. Any action taken by the Supervisor, however, will be based on job performance. When an employee seeks assistance or is referred to a counselor, his or her status and problem-solving actions will remain confidential and will not be released to other persons except on a need-to-know basis.

EAP-related activities, such as referral appointments, will be treated on the same basis as other personal business or health matters with regards to use of accrued leave balances.

6.5 VOLUNTARY BENEFITS

The City offers a variety of voluntary supplemental benefit plans available to employees. These voluntary benefits may vary from year to year.

6.6 LONGEVITY PAY

Longevity pay is additional compensation paid to eligible full-time employees for long-term continuous service. Employees with interrupted service will establish eligibility from the latest date of employment. Employees covered by a Collective Bargaining Agreement receive longevity pay in accordance with the terms of their applicable agreement.

To receive longevity pay, an employee must have completed the required years of service by June 30th of each year. Employees, who terminate employment after establishing eligibility, but before longevity checks are issued, will not receive longevity pay.

Longevity checks will be generated as a direct deposit during the last week of June. The usual deductions for federal tax, state tax and any applicable retirement are withheld from this payment.

The following table illustrates the longevity pay schedule:

Years of Service	Longevity Pay Amount
0 through 2	\$0.00
3	\$240.00
4	\$480.00
5	\$720.00
6	\$960.00
7	\$1200.00
8	\$1440.00
9	\$1680.00
10	\$1920.00
11	\$2160.00
12 & UP	\$2400.00

6.7 BENEFIT MODIFICATIONS

The City reserves the right to add, delete, or modify benefits delineated in this Article each fiscal year based on budgetary or policy determinations.



To: Honorable City Councilors and GEMS Board of Trustees
From: Susan White, District Administrator
Date: April 18, 2022
Subject: Trustee Appointment

Background

The GEMS District was created under Section 9c, Article X of the Oklahoma Constitution. It provides for trustees to be appointed by the county commission to a five-year term.

The Tulsa County Commission desires a recommendation for appointment to the GEMS Board of Trustees from the Glenpool City Council and the GEMS Board.

Trustee Brandon Kearns' term expires May 31, 2022. Trustee Kearns has agreed to remain on the GEMS board following his appointment by the Tulsa County Commission.

Recommendation

Staff recommends City Council/Trustees propose to Tulsa County Board of Commissioners to reappoint Brandon Kearns to an additional five-year term, expiring May 31, 2027.



To: Honorable Mayor and City Council

From: Frank Ordaz, Finance Director

Date: April 12, 2022

Re: FY21-22 Fuel Budget Amendment – CITY-11

Background:

The attached Budget Amendment, CITY-11, for Fiscal Year 2021-2022 allocates \$56,000 for the General Fund and \$3,000 in the Public Safety Fund (52) to absorb added fuel cost due to rising prices for the remainder of this fiscal year. In addition, it allocates \$24,000 for FICA taxes to correct a data entry error.

The funding for this budget amendment is a transfer from Fund Balance.

Staff Recommendation:

- Staff recommends approval of Budget Amendment Form CITY-11 in the amount of \$80,000 in the General Fund and \$3,000 in the Public Safety Fund.

Attachment:

- Budget Amendment Form CITY-11

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

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight

www.glenpoolonline.com

City of Glenpool Budget Amendment

Fiscal Year: 2021-2022
 Amendment No: CITY 11
 Date Requested: 12-Apr-22

REVENUE					EXPENSES				
Fund	Account Number	Acct Name	Increase/(Decrease)	New Budget Amount	Fund	Account Number	Acct Name	Increase/(Decrease)	New Budget Amount
01	01-5-00-5409	TRANSFER FROM FUND BALANCE	\$ 80,000	\$ 1,132,296.25	01	01-6-01-6204	FUEL	\$ 500	\$ 1,500
					01	01-6-02-6204	FUEL	\$ 500	\$ 3,500
					01	01-6-03-6111	FICA	\$ 24,000	\$ 27,124
					01	01-6-03-6204	FUEL	\$ 30,000	\$ 81,600
					01	01-6-06-6204	FUEL	\$ 10,000	\$ 27,600
					01	01-6-10-6204	FUEL	\$ 6,000	\$ 12,500
					01	01-6-11-6204	FUEL	\$ 3,000	\$ 7,500
					01	01-6-14-6204	FUEL	\$ 6,000	\$ 19,500
Total:			\$ 80,000		Total:			\$ 80,000	

REVENUE					EXPENSES				
Fund	Account Number	Acct Name	Increase/(Decrease)	New Budget Amount	Fund	Account Number	Acct Name	Increase/(Decrease)	New Budget Amount
52	52-5-00-5409	TRANSFER FROM FUND BALANCE	\$ 3,000	\$ 148,640	52	52-6-03-6204	FUEL	\$ 3,000	\$ 10,000
Total:			\$ 3,000		Total:			\$ 3,000	

Notes:
 Funding in the amount of \$80,000 for anticipated fuel and FICA expenses in the General Fund (01) and \$3,000 for fuel expenses in the Public Safety Fund (52) for the remainder of the current fiscal year.

Approved by the City of Glenpool:

 Mayor

 Date



To: Mayor and Council

From: David Tillotson, City Manager

Date: April 18, 2022

Re: Benefits Renewal for FY22-23

Background:

The City continues to utilize an Employee Benefits Committee whose purpose is threefold: 1) to annually review the City's benefits package and make recommendations to me regarding any changes they would like to see in the benefit offered; 2) annually review the benefit pricing packages presented by our brokers, Premier Consulting, and make recommendations on the plans being considered; and 3) to act as another level of communication with the larger employee body regarding the benefit options available and those being considered. The Benefits Committee has met multiple times over the last year to discuss options and changes they would like to see in our benefits, and I am very pleased with the role and responsibilities they have taken up on themselves to help shape our policy and act as a conduit for our larger Glenpool family. During their latest meeting they voted to recommend the comprehensive benefits package you see before you. I agree with their recommendation and believe it represents a good choice for our employees.

I want to commend the employees who served on this committee for the time, effort, and professionalism they exhibited during this process.

Staff Recommendation:

Staff recommends the following benefits:

- Health – Community Care, Renewal at 0% increase
- GAP – American Public Life, Renewal at 0% increase
- Teledoc – Employee Voluntary Plan, Renew with 16.8% increase
- Dental – Guardian J1 Choice, Renewal at 0% increase
- Vision – switch to BEAM, increase of 1.62%
- Life – Standard Life, Renewal at 0% increase

Attachments:

- Email from Debbie Pengelly, Human Resources Director
- Premier Consulting Partners Rate Sheets

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

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City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight

www.glenpoolonline.com

David Tillotson

From: Deborah Pengelly
Sent: Thursday, April 7, 2022 4:02 PM
To: David Tillotson
Cc: Susan White
Subject: Benefits for FY2023
Attachments: Vision & Teladoc Renewal Quotes.pdf

David,

Last year for Benefits FY2022 we received a 2-year rate guarantee for FY2022 & 2023 for the following employee benefits:

Medical: Community Care HMO
GAP: American Public Life
Dental: Guardian Dental

The Benefits Committee met on two separate occasions, March 9th & April 7th to discuss the three benefits that did not have rate guarantees.

Vision: Standard Life Vision – Carrier renewal quote 2.07% increase
Life: Standard Life – Carrier renewal quote, No rate change
Tel-a-med: Teladoc – Carrier renewal quote 16.8% increase

Our TPA went out and shopped for Vision & Tel-a-medicine and the Committee is recommending the following:

Vision: Change to BEAM – Increase of 1.62% with an increase of \$20 on Frame Allowance, from \$130 to \$150

Tel-a-med: Stay with Teladoc, employee paid, as the 16.8% increase equals \$1.00 per month, from \$5.95 to \$6.95.

Vision Rates	Standard	BEAM
Employee Only	\$6.29	\$6.11
Employee & Spouse	\$10.06	\$12.23
Employee & Child(ren)	\$10.27	\$10.78
Family	\$16.56	\$16.90

Debbie Pengelly, SHRM-CP
HR Director
12205 S. Yukon Ave.
Glenpool, OK 74033
(918)209-4644 (Direct)
(918)209-4641 (Fax)

City of Glenpool
Medical Plan Analysis
July 1, 2022



Carrier		Current / Renewal		Option 1		Option 2	
Plan Name		Community Care IP8 CR17		Community Care CC 5000/80 CR17		Community Care CC 5000/70 CR17	
Benefits		In-Network		In-Network		In-Network	
Network		Out-of-Network		Out-of-Network		Out-of-Network	
Deductible		CCOK Select HMO		CCOK Select HMO		CCOK Select HMO	
Individual		\$5,000		\$5,000		\$5,000	
Family		\$10,000		\$10,000		\$10,000	
Coinsurance		100%		80%		70%	
Out-of-Pocket Maximum		\$6,250		\$6,350		\$6,350	
Individual		\$12,500		\$12,700		\$12,700	
Professional Services		Emergency Only		Emergency Only		Emergency Only	
Office Visit		\$35		\$20		\$20	
PCP		\$60		\$50		\$50	
Specialist		10%		20%		30%	
Lab & X-Ray		\$750		\$750		\$750	
Diagnostic Imaging		\$250/day, to max of \$1,000 AD		20% AD		30% AD	
Hospital Services		\$200 AD		20% AD		30% AD	
Inpatient Hospital		\$50		\$50		\$50	
Outpatient Hospital		\$150 AD		20% AD		30% AD	
Emergency Services		\$0 / \$15 / \$40 / \$70 / \$160		\$0 / \$15 / \$40 / \$70 / \$160		\$0/\$15/\$40/\$70/\$160	
Urgent Care		2 x Retail		2 x Retail		2 X Retail	
Emergency Room							
Prescription Drugs							
Pharmacy Copays							
Mail-Order							
Additional Information							
Rates							
Employee Only		Current	Renewal	\$524.97		\$522.00	
Employee + Spouse		\$1,119.17	\$1,119.17	\$1,102.54		\$1,096.31	
Employee + Child(ren)		\$959.84	\$959.84	\$945.58		\$940.23	
Family		\$1,599.64	\$1,599.64	\$1,575.87		\$1,566.96	
Estimated Monthly Premium		\$52,284.52	\$52,284.52	\$51,507.51		\$51,216.15	
Estimated Annual Premium		\$627,414.24	\$627,414.24	\$618,090.12		\$614,593.80	
% Change from Current		0.0%		-1.5%		-2.0%	
\$ Change from Current		\$0.00		-\$9,324.12		-\$12,820.44	
Estimated Annual Employer Cost		Assuming 82 enrolled employees \$524,363.76		Assuming 82 enrolled employees \$516,570.48		Assuming 82 enrolled employees \$513,648.00	
Estimated Annual Employer Cost		Assuming 74 enrolled employees \$473,206.32		Assuming 74 enrolled employees \$466,173.36		Assuming 74 enrolled employees \$463,536.00	
		Savings before stipend of \$51,000		Savings before stipend of \$50,000		Savings before stipend of \$50,000	
		Stipend would equal around \$24,000 at \$250 per employee per month for 8 employees opting out					
Net savings:		\$27,157.44		\$26,397.12		\$26,112.00	

City of Glenpool

GAP Plan Analysis

July 1, 2022

Carrier		Current / Renewal	
Plan Name		MedLink 6	
Inpatient Benefit		\$5,000 GAP Plan	
Individual		\$5,000	
Family		\$10,000	
Outpatient Benefit		Combined benefit \$5,000/\$10,000	
Individual		\$4,500	
Family		\$9,000	
Benefit Notes		\$500 OP deductible	
Additional Outpatient Riders		Included	
Cancer Outpatient		Included	
Independent Lab		Included	
Durable Medical Equipment		Included	
Rates <55			
Employee Only	56	\$76.52	
Employee + Spouse	0	\$153.03	
Employee + Child(ren)	6	\$155.44	
Family	4	\$231.97	
Rates 55+			
Employee Only	13	\$114.77	
Employee + Spouse	3	\$229.54	
Employee + Child(ren)	0	\$193.70	
Family	0	\$308.47	
Estimated Monthly Premium		\$8,326.27	
Estimated Annual Premium		\$99,915.24	
Estimated Annual Employer Cost		EMPLOYER COST	
		\$82,640	

City of Glenpool

Dental Plan Analysis

July 1, 2022

Carrier		
Plan Name		
Benefits		
Network		
Annual Deductible		
Individual		
Family		
Annual Plan Maximum		
Coinsurance		
Diagnostic & Preventive		
Basic Services		
Major Services		
Services		
Perio		
Endo		
Oral Surgery		
Implants		
Orthodontic Services		
Lifetime Maximum		
Coinsurance		
Age Limitation		
Reasonable & Customary		
Dependent Limiting Age		
Additional Information		
Rates		
Employee Only	55	
Employee + Spouse	10	
Employee + Child(ren)	7	
Family	10	
Estimated Monthly Premium		
Estimated Annual Premium		
% Change from Current		
\$ Change from Current		

Current / Renewal

Guardian J1 Choice			
Value Plan		Network Access Plan (NAP)	
In-Network	Out-of-Network	In-Network	Out-of-Network
DentalGuard Preferred		DentalGuard Preferred	
Waived for Preventive		Waived for Preventive	
\$100		\$100	
\$300		\$300	
\$5,000 plus Max Rollover		\$5,000 plus Max Rollover	
100%	100%	100%	100%
100%	100%	80%	80%
60%	60%	50%	50%
Major		Major	
Major		Major	
Major		Major	
Major		Major	
N/A		N/A	
N/A		N/A	
N/A		N/A	
Negotiated	MAC	Negotiated	UCR 90th
Age 26		Age 26	
Current		Renewal	
\$35.88		\$35.88	
\$75.19		\$75.19	
\$77.99		\$77.99	
\$125.09		\$125.09	
\$4,522.13		\$4,522.13	
\$54,265.56		\$54,265.56	
0.0%		0.0%	
\$0.00		\$0.00	

*Rate Guarantee until July of 2023

City of Glenpool

Vision Plan Analysis

July 1, 2022

Committee Recommended

Carrier	
Plan Name	
Benefits	
Network	
Rate Guarantee	
Copay	
Exams	
Materials	
Frequency of Services	
Eye Exams	
Lenses Benefit	
Contact Lenses	
Frames	
Frames Allowance	
Contact Lens Allowance	
Additional Information	
Rates	
Employee Only	53
Employee + Spouse	14
Employee + Child(ren)	6
Family	13
Estimated Monthly Premium	
Estimated Annual Premium	
% Change from Current	
\$ Change from Current	

Current / Renewal

Standard	
Vision	
In-Network	Out-of-Network
VSP	
Until July 2023	
\$10	
\$25	
12 Months	
12 Months	
12 Months	
24 Months	
\$130 Retail Allowance + 20% off balance	
\$130 Allowance	
Current	Renewal
\$6.29	\$6.56
\$10.06	\$10.48
\$10.27	\$10.72
\$17.78	\$17.24
\$766.97	\$782.84
\$9,203.64	\$9,394.08
2.07%	
\$190.44	

Option 1

Standard	
Vision	
In-Network	Out-of-Network
VSP	
Until 2024	
\$10	
\$25	
12 Months	
12 Months	
12 Months	
24 Months	
\$150 Retail Allowance + 20% off balance	
\$150 Allowance	
\$6.92	
\$11.07	
\$11.30	
\$18.22	
\$826.40	
\$9,916.80	
7.75%	
\$713.16	

Option 2

BEAM	
Vision	
In-Network	Out-of-Network
VSP	
Until 2024	
\$10	
\$25	
12 Months	
12 Months	
12 Months	
24 Months	
\$150 Retail Allowance + 20% off balance	
\$150 Allowance	
\$6.11	
\$12.23	
\$10.78	
\$16.90	
\$779.43	
\$9,353.16	
1.62%	
\$149.52	

City of Glenpool

Telemedicine Proposal

July 1, 2022

*Committee
Recommends* ✗ ↓

Carrier	
Plan Name	
Basic Information	
Plan Type	
Eligibility	
Copays	
Additional Information	
Rate	
Employee / Family	82
Estimated Monthly Premium	
Estimated Annual Premium	
% Change from Current	
\$ Change from Current	

Current / Renewal

Teladoc	
Consults included Telemedicine	
Voluntary or Employer Paid All Employees None - Consults included in PEPM Fee	
Current	
\$5.95	\$7.70
\$487.90	\$631.40
\$5,854.80	\$7,576.80
29.4%	
\$1,722.00	

Negotiated Renewal

Teladoc	
Consults included Telemedicine	
Voluntary or Employer Paid All Employees None - Consults included in PEPM Fee	
Current	
\$5.95	\$6.95
\$487.90	\$569.90
\$5,854.80	\$6,838.80
16.8%	
\$984.00	

Option for enhancement

Healthiest You	
Consults included Telemedicine	
Voluntary or Employer Paid All Employees None - Consults included in PEPM Fee	
Includes mental health, dermatology, nutrition and neck and back care	
\$16.00	
\$1,312.00	
\$15,744.00	
168.9%	
\$9,889.20	



4/5/2022