



**NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
SPECIAL MEETING**

A Special Session of the Glenpool Utility Service Authority will be held at 6:00 p.m. immediately following the Glenpool City Council Meeting on June 21, 2021 at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

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

Join Zoom Meeting

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

Meeting ID: 897 5355 5435

Passcode: 974088

One tap mobile

+13462487799, US (Houston)

+14086380968, US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 897 5355 5435

Passcode: 974088

Find your local number: <https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFlKbUNrUUxtdz09>

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

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER**.
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: <https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf> and email it to the City Clerk: Wknight@cityofglenpool.com **PRIOR TO 6:00 PM, JUNE 21, 2021.**

AGENDA

	Page
A) Call to Order - Joyce G. Calvert, Chair	
B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Joyce G. Calvert, Chair	
C) Scheduled Business	
1) Discussion and possible action to approve, deny or amend a COVID Pay Plan for GUSA employees. (David Tillotson, City Manager) Staff Report - COVID Pay Plan	3 - 4
2) Discussion and possible action to approve, deny or amend Budget Amendment #GUSA-01. (David Tillotson, City Manager)	5 - 6

[Staff Report - Budget Amendment.GUSA.FYE21](#)
[Budget Amendment.GUSA.06172021](#)

D) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on June 17, 2021, by 5:00 pm.

Signed: Wendy Knight
Secretary



To: Mayor, Council, and Trustees

From: David Tillotson, City Manager

Date: June 17, 2021

Re: COVID Pay Plan

Background:

In recognition of the exceptional performance and perseverance of our employees to keep this City functioning with very little loss of capabilities during the COVID Pandemic, I am recommending to you that we implement a COVID Pay Plan. This plan would pay all full-time and part-time employees a one-time pay based on their hire date. The maximum pay for full-time employees is \$2,000 and the maximum pay for part-time employees is \$1,000. This pay is pro-rated as follows:

COVID Bonus Full-Time:		COVID Bonus Part-Time:	
July 2020 or earlier	\$ 2,000.00	July 2020 or earlier	\$ 1,000.00
August 2020	\$ 1,833.37	August 2020	\$ 916.69
September 2020	\$ 1,666.70	September 2020	\$ 833.35
October 2020	\$ 1,500.03	October 2020	\$ 750.02
November 2020	\$ 1,333.36	November 2020	\$ 666.68
December 2020	\$ 1,166.69	December 2020	\$ 583.35
January 2020	\$ 1,000.02	January 2020	\$ 500.01
February 2020	\$ 833.35	February 2020	\$ 416.68
March 2020	\$ 666.68	March 2020	\$ 333.34
April 2020	\$ 500.01	April 2020	\$ 250.01
May 2020	\$ 333.34	May 2020	\$ 166.67
June 2020	\$ 166.67	June 2020	\$ 83.34

The funds for this pay plan would not come from our regular budget. Instead, the City has received CARES Act monies from the Federal Government as reimbursement for COVID related costs and suggests we use these funds to pay for this plan. Costs per fund for this plan are as follows:

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

Fund	Total Cost
City	\$ 131,082.51
GUSA	\$ 18,858.97
GIA	\$ 6,739.00
PSP	\$ 30,657.88
Total	\$ 187,338.36

The intent, if approved, is to implement this pay plan prior to the end of the Fiscal Year. To facilitate this implementation, I have also prepared budget amendments for the City, GUSA and GIA FY20-21 Budgets. These budget amendments, although listed as separate items from the pay plan on the agendas, will also need to be approved before any payments can be made to our employees.

Staff Recommendation:

Staff recommends approval of the COVID Pay Plan.

Attachments:

- None

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



To: Chair and Trustees

From: David Tillotson, City Manager

Date: June 17, 2021

Re: FY20-21 GUSA Budget Amendment

Background:

The attached Budget Amendment for Fiscal Year 2020-2021 increases the necessary revenue and expense accounts to facilitate the implementation of the COVID Pay Plan. It also increases the revenue and expenses accounts required to process the Dedicated Sales Tax funds being received from the City and being applied to the bond payments.

Staff Recommendation:

- Staff recommends approval of Budget Amendment Number GUSA-01.

Attachments:

- Budget Amendment Number GUSA-01.

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

**Glenpool Utility Services Authority
Budget Amendment**

Fiscal Year: 2020-2021

Amendment No: GUSA-01

Date Requested: 6/17/2021

Revenue:

Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount
2	02-5-00-5400	TSF from Gen Fund	\$ 18,858.97	\$ 18,858.97
2	02-5-00-5401	TSF from GF-Sales Tax	\$ 296,554.63	\$ 2,179,780.63
		Total	\$ 315,413.60	

Expense:

Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount
2	02-6-16-6101	Salaries	\$ 10,666.68	\$ 392,240.68
2	02-6-16-6111	FICA	\$ 816.00	\$ 30,771.00
2	02-6-16-6115	Retirement	\$ 746.67	\$ 28,339.67
2	02-6-17-6101	Salaries	\$ 5,833.37	\$ 163,967.37
2	02-6-17-6111	FICA	\$ 446.25	\$ 12,543.25
2	02-6-17-6115	Retirement	\$ 350.00	\$ 11,226.00
2	02-6-90-6745	TSF to Reserves	\$ 296,554.63	\$ 297,098.63
		Total	\$ 315,413.60	

Notes:

CARES Act Funds transferred from GF to GUSA to cover the COVID Pay Plan and recognition of the increase to the transfer from GF for the Dedicated Sales Tax.

Approved by the Glenpool Industrial Authority:

Chair

Date