OFFICE OF THE MAYOR
TULSA, OKLAHOMA

EXECUTIVE Order No. 2021-01

AMENDING AND RESTATING EXECUTIVE ORDER NO. 99-3 CREATING
THE DEFERRED COMPENSATION BOARD OF TRUSTEES

WHEREAS, Executive Order 99-3 created the Deferred Compensation Board of
Trustees;

WHEREAS, by way of this new Executive Order, Executive Order 99-3 is being
amended to update the Board composition and staff support titles;

NOW THEREFORE, by virtue of the power vested in me as Mayor of the City
of Tulsa it is hereby ordered:

Section 1. Purpose. A Deferred Compensation Board of Trustees is established
to be responsible for policies and regulations for the administration of the City’s Deferred
Compensation program.

The Board of Trustees will ensure that the Deferred Compensation plans are
administered in accordance with applicable state and federal statutes and regulations. The
Board of Trustees will employ advisors, approve expenditures and act as an appeal board
for participants who have plan complaints. It shall be responsible for appointing a
subcommittee to oversee the authorization of Deferred Compensation hardship
withdrawal requests.

The Deferred Compensation Board of Trustees will be responsible for the polices
and rules for the general administration of the Deferred Compensation program.

The Board of Trustees will make recommendations to the Mayor based on
majority vote of a quorum of the membership of the Board of Trustees. A quorum shall
be five (5) members of the Board of Trustees.

The Mayor may accept, reject or modify the recommendation(s) submitted by the
Board of Trustees.

Section 2. Deferred Compensation Board of Trustees. The Board of Trustees
shall consist of the following voting members:

A. 1 member, as Chairperson, that is the City of Tulsa Personnel Director or
designee from the Human Resources Department.
B. 1 member who is Director of Finance
C. 2 members from AFSCME, Local 1180 with 1 of those 2 members being an
LT and 1 being either an EC, AT, OT, IT or IS.
D. 1 member from the Firefighters, Local 176
E. 1 member from the Fraternal Order of Police, Lodge 93
F. 3 at-large members familiar with financial investments selected and appointed by the Mayor to serve at his pleasure

**Section 3. Staff Support for the Board of Compensation Trustees**

- Recording Secretary
- Retirement System Coordinator
- Consultants, as needed
- Legal Representative
- Finance/Budget Representatives

**Section 4. Meetings.** The Board of Trustees shall meet at least quarterly. However, special meetings may be called at discretion of chairperson.

**Section 5. Administration of Benefit Plans.** The daily administrative activities of all employee benefits set forth above shall be performed by the Retirement Services Section within the Human Resources Department.

**Section 6. Conflicting Executive Orders.** This Executive Order supersedes Executive Order 99-3 and all conflicting executive orders.

**Section 7. Effective Date.** This order shall be effective on the 31st day of March, 2021.

ATTEST:

DATED: ________________

APPROVED:

MAR 31 2021

City Clerk

ASS City Attorney