



OCT 1, 2019 6 - 9 PM



Burleson TEXAS

NATIONAL NIGHT OUT 2019

# WEEKLY REPORT

SEPTEMBER 27, 2019

TO: MAYOR SHETTER AND COUNCIL MEMBERS  
FROM: BRYAN LANGLEY, CITY MANAGER

Burleson TEXAS

MARKETING & COMMUNICATIONS  
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# Weekly Report | September 27, 2019

## I. Council Schedule

### Meetings

- **Monday, October 7:** Type A community Economic Development Corporation Meeting, City Hall Council Chambers, 141 W. Renfro St. Burleson, TX, 5:00 p.m.
- **Monday, October 7:** City Council Meeting. City Hall Council Chambers, 141 W. Renfro St. Burleson, TX, 5:30 p.m. Work session, 7 p.m. regular session

### Work Session Items

#### October 7

- a. Project U Leadership Conference
- b. City's Comprehensive Plan, specifically related to Land use, Complete Streets, and Community Enhancement.

#### October 21

- a. Presentation recognizing the selected Employee of the Quarter for the 3rd quarter of 2019. (Staff Presenter: Wanda Bullard, Director of Human Resources)
- b. Receive a report, hold a discussion, and give staff direction on a State of the City community event. (Staff Presenter: DeAnna Phillips, Marketing and Communications Director).
- c. Receive a report, hold a discussion, and give staff direction on the goals, strategies, and implementation sections of the City's Comprehensive Plan, specifically related to Environmental Sustainability, Diversified Economy and Urban Design. (Staff Presenter, Mandy Clark, Development Services Director)
- d. Receive a report, hold a discussion, and give staff direction on the progress of the construction of the Mayor Vera Calvin Plaza in Old Town. (Staff Presenter: Drew Pennywell, Economic Development Specialist)

## II. General Information and Status Updates

### A. Mayor Vera Calvin Plaza in Old Town Weekly Update

Construction of the Mayor Vera Calvin Plaza remains on schedule and within budget.

Construction activity for next week, September 30 - October 4, will include:

- Pour slab on grade (pushed to 10/2):
  - Red trolley canopy
  - Both trolley pads
- Continue work for site foundations

- Continue electric branch/site circuits
- Shade structure conduits
- Deck shade pavilion roofs
- Restroom/Storage building in-wall rough in
- Restroom/Storage building CMU

Look Ahead:

- Trolley cars now scheduled to return on 10/7
  - Wilson ROW work begins 10/7
- Storm extension to Bufford St.
  - Sidewalks
  - Parking

**B. 2020 Health Insurance Benefits**

The city has released the new Benefits Guide for Plan Year 2020, along with notification about what is changing and the Open Enrollment schedule. Employees can review the benefits plan in preparation for the upcoming benefit meetings. Open Enrollment meetings will be held on October 8 and 9 at various locations for employees and their spouses. The Open Enrollment period will be October 14 through October 25. All benefit elections made during the Open Enrollment period will take effect on January 1, 2020. View the benefits guide on page 7.

**C. Director of Finance resigns**

Rhett Clark, director of finance, has resigned his position so that he can pursue other interests. The effective date of the resignation will be no later than January 31 so that the city will have an opportunity to fill this position. Rhett is a respected professional and has served the City of Burlison admirably for almost 20 years. Rhett expressed a strong desire to ensure there was adequate time to recruit for a replacement and provide a smooth transition. Due to the critical nature of the finance director role, the city manager is recommending that Greg Nelson with Ralph Andersen and Associates be retained to conduct a national search for the position, and staff will be presenting a contract to Council for consideration on October 7.

**D. Police Annual Uniform Allowance Increase**

Effective October 1, 2019, the police uniform allowance for our sworn officers is being increased from \$350 to \$500 a year to ensure their uniforms and gear costs are covered as needed for replacement. It has been well over a decade since the uniform allowance for police was adjusted. Upon review of other agencies' practices and cost of uniforms and gear, this increase will bring Burlison Police in line and ensure the city's officers will be able to replace their gear on an annual basis.

**E. 133 NE Michael Zone Change from SF7, Single Family to MF1, Multi-Family**

The home at this address has been remodeled over many years to expand it for a growing family. Over time, three individual units have been established and while it was occupied by a single-family, it was a conforming single family use. There is a new owner who has requested a zoning change to rent the units. The owner requested a multi-family zoning district and staff placed signs on the property and mailed notices on Friday, September 20. We received many opposition phone calls on Friday related to allowing a multi-family use in the neighborhood with respect to traffic and additional rental units. Staff visited with the property owner about using the SP, Site Plan zoning district instead in order to address some of the concerns in the neighborhood. Staff will be meeting with the applicant on Friday, September 27 to work on the case.

Staff has removed the signs from the yard, called those who called with opposition to let them know the case has been withdrawn and mailed updated notices to let adjacent residents know that the case has been withdrawn and will be considered at a later date. Staff also encouraged the property owner to reach out to the neighborhood and address concerns, as they is able.

**F. Operation Finally Home Sponsorship**

Operation Finally Home is a non-profit organization that provides mortgage-free homes to service members and their families who have become wounded, ill, or injured as a result of their service in the defense of our country. The support is primarily to wounded, ill or injured service members returning from the current campaigns, but they also support any and all service members regardless of the campaign in which they served. Additional information on the organization may be found at [www.operationfinallyhome.org](http://www.operationfinallyhome.org).

Operation Finally Home partners with builders to provide homes and home modifications for veterans and they have partnered with Lennar Homes within the Mistletoe Hill neighborhood in Burleson to provide a home for the Arroyo family in the 200-block of Coral Vine Lane.

On July 12, 2019, Operation Finally Home and Lennar Homes surprised U.S. Army Captain John Arroyo and family with a mortgage-free home. During the event, it was mentioned that the city would like to partner with the program in some way, such as waiving or refunding permit fees. While the city may not refund fees, we may sponsor the event. The attached agreement provides city sponsorship of the event for \$5,000 that includes placement of the city's logo on the signage at an upcoming home opening celebration event and providing an opportunity for the mayor or a councilmember to speak at the event.

The home opening celebration event has not been scheduled yet, but information will be forthcoming.

**G. Orsheln's Farm and Home**

Staff has recently become aware that Orsheln's Farm and Home located south of Kroger on SH 174 will no longer be constructed. The property is currently for sale.

**H. Hidden Vista Retaining Wall**

The majority of the soil has been compacted within the slope of the open space. The grading contractor has excavated down to the bottom of the location where the new section of the retaining wall will be constructed. The developer continues to coordinate with the contractor responsible for construction of the retaining wall to determine when they will be onsite. The flume will be reconstructed after the retaining wall has been completed. Final grading of the open space will occur once all work has been completed on the retaining wall and flume.

**I. Assistant Fire Chief accepts new position**

Brent Batla, assistant fire chief, has accepted a position as the fire chief of Horseshoe Bay, TX. His last day of employment will be in November 2019. Brent started with the Burleson Fire Department in 1998, as one of the first full-time firefighters with the city. Brent worked his way through the ranks serving a multitude of positions before being named assistant fire chief in 2016. Brent was also instrumental in the city receiving the highest ISO rating of 1. The city and fire department will miss him greatly but wishes him all the best in his future endeavors.

**J. Purchasing Department changes**

As you know, staff has been working to improve the city's processes and procedures in a variety of administrative areas. In particular, staff has been focused on improving how contracts and procurement items are prepared, reviewed, and ultimately presented to Council for approval. To assist in this effort, the city's purchasing office will now report directly to the city manager's office. Robert Ranc will assume direct oversight responsibilities of the purchasing office, working with Justin Scharnhorst (the city's purchasing manager). This change will elevate the importance of the purchasing function in the organization, and it will further the city's effort to centralize and streamline procurement activities across the city.

### III. Upcoming Road Construction/Closures

<b>Upcoming Road Construction/Closures</b>			
<b>Project &amp; Limits</b>	<b>Current Status</b>	<b>Traffic Affected</b>	<b>Estimated Completion</b>
Renfro Street Medians in Old Town – Johnson to IH35W	Construction substantially complete. Inter-departmental walkthrough to be scheduled.	Possible Lane closures when Oncor sets street lighting otherwise all lanes are open.	The current contract completion date is August 23. City staff continues to push the contractor for completion of the project.
Old Town Quiet Zones - RR xings at Commerce, Renfro, Ellison, Eldred	<i>UPRR is continuing work on new gates. Once UPRR finishes, the Contractor will be able to proceed.</i>	Traffic may be stopped by UPRR for new gate installation as necessary	Start in June 2019, End in February 2020. Work is currently projected to be complete in October, but is dependent on UPRR's progress.
NW Renfro Improvements – Wilshire Blvd. To Cindy Lane	<i>9/25 UPDATE: Gordon Street (CVS Access to NW Renfro) open, median construction on-going</i>	<i>9/25 UPDATE: Right turn lane is open, one thru lane closed for median construction.</i>	Early 2020
McNairn Road 16-inch water line and sewer rebuild	<i>9/25 UPDATE: Substantially complete, final walk-through is complete.</i>	<i>None</i>	<i>Completed</i>

### IV. Upcoming Community Events

**Saturday, September 28:** Old Town Picture Show featuring “The Secret Life of Pets 2” from 7:30 – 9:30 p.m. at 141 W. Renfro Street

**Tuesday, October 1:** National Night Out from 6 - 9 p.m. citywide

### V. Attachments

A. 2020 Benefits Guide and Open Enrollment Information and Schedule.....page 7



# City of Burleson Open Enrollment Employee Benefit Plans

## 1st- Attend A Meeting (mandatory)

- Oct 8** 7:00a - Police Department Community Room  
9:00a - BRiCk Meeting Room A/B (Spanish Session)  
11:00a - BRiCk Meeting Room A/B  
2:00p - City Hall Council Chambers
- Oct 9** 10:00a - BRiCk Meeting Room A/B  
2:00p - City Hall Council Chambers
- Employees are **REQUIRED** to attend one meeting
  - Spouses may also attend

## 2nd- Open Enrollment HELP (if needed)

- Oct 14** 2:30 - 4:30p - Burleson University
- Oct 17** 10:00 - 11:00a - Parks Annex  
2:00 - 3:00p - Police Department
- Oct 22** 10:00 - 11:00a - Fire Station 1  
2:30 - 4:00p - Burleson University (Spanish)
- Oct 24** 10:00 - 12:00p - Burleson University

## 3rd - Complete Online Enrollment (mandatory)

**Oct 14 - Oct 25**

- Online enrollment must be completed during this time, there are no exceptions.

# helping you thrive

The City of Burleson is committed to providing you with a comprehensive and competitive benefits program that gives you the coverage you and your family need to thrive. At the same time, we want to ensure our benefits are sustainable and meet industry benchmarks. Based on these goals, we made the following changes and enhancements for 2020.

Open Enrollment:  
**October 14 - October 25, 2019**

**This is your annual opportunity to review your benefits to ensure they are in line with your needs.**

## **Spouse Eligibility Restrictions Removed**

We removed the limitations surrounding whether spouses can be covered under your benefit plan. All spouses, regardless if they have access to health insurance through their employer, are eligible for medical coverage through the City. We encourage you to review your options with your spouse. Remember, you can use Compass to assist comparing the best plan options for you and your family.

## **Improved Medical Coverage**

- We are decreasing the deductible for both the High-Deductible/HSA and Copay/Gap Plans. High-Deductible/HSA plan members will now have a deductible of \$2,800 for individuals and \$5,600 for family. Copay/Gap plan members will now have a deductible of \$2,000 for individuals and \$4,000 for family.
- To coincide with the lower deductibles, we have also made adjustments to the Gap insurance in the Copay/Gap plan. A \$1,000 Gap insurance benefit will now be offered for both in-patient and out-patient services. There are no changes to the City's Contribution in the High-Deductible/HSA plan: \$1,000 for individual and \$2,000 for Employee Plus tiers.
- We are also decreasing the employee's coinsurance for both the High-Deductible/HSA and Copay/Gap Plans. Remember, coinsurance is the percentage you and the plan pay for covered services once you have met the deductible. This means you are now responsible for less of a share of the cost of coverage. High-Deductible/HSA Plan members will pay 10 percent and Copay/Gap Plan members will pay 20 percent.

## **Employee Premium Rates**

The medical plans are improved, yet the premium rates you will pay – the amount deducted from your paycheck for medical coverage – are not increasing for most of the plans, and are decreasing in some of the tiers.

We are decreasing the Copay/Gap plan employee premium in three of the four coverage tiers. The Employee Plus Children tier has a slight increase of \$2.96 per month. All other rates are staying the same in the High-Deductible/HSA plan, dental and vision coverage. Please refer to your 2020 Benefits Guide for specific rates. You may offset the increase in rates by earning the health premium discount.

## **New UnitedHealthcare App**

UnitedHealthcare (UHC) is launching a new app to replace Health4Me, which will be discontinued. We encourage you to get the UnitedHealthcare app and begin using it to find network providers, initiate a virtual doctor visit, view and share your health plan ID card, and see claims and deductible details. The UHC app is available for download through the Apple Store or Google Play.

## **New UnitedHealthcare Telemedicine Provider**

UnitedHealthcare (UHC) is partnering with Teladoc as their integrated provider for telehealth care/virtual visits. In order to have your Teladoc virtual visit covered in network, you must sign into [myuhc.com/virtualvisits](http://myuhc.com/virtualvisits) or select a virtual visit from the UHC app. The televisit fee is the same: \$49 in the High-Deductible/HSA plan and \$25 in the Copay/Gap plan. If you use a stand-alone Teladoc app or website, your visit will not be covered in network. Amwell and Doctors on Demand are still network providers listed on the virtual visits page, but if you select their service, you will be directed to their individual sites, which are not managed by UHC.

## **Rebrand for Compass, an Alight Company**

Since Compass was acquired by Alight Solutions in July 2018, they've maintained dual Compass/Alight branding. As of January 1, 2020, they will change to just Alight branding and [@alight.com](mailto:@alight.com) email and web addresses. You can expect the same great service and offerings.

## **Updates to Wellness Program**

We are excited to introduce several new opportunities to improve and maintain your health through a variety of health activities, incentives and programs. As an employee of the City, you are eligible to receive:

- A golf course discount
- Free BRICK membership and a family-level discount
- Access to employee-only fitness centers in Annex 3 and the Service Center
- Flexible Wellness Reimbursement of up to \$100 on personal wellness expenses each year
- Partner Wellness discounts at Camp Gladiator, Orange Theory and 24 Hour Fitness
- Quarterly Wellness Lunch and Learns, which include raffles, prizes, gift cards and even vacation hours

**QUESTIONS? PLEASE REACH OUT TO HUMAN RESOURCES OR COMPASS/ALIGHT.**

# 2020 BENEFITS **guide**

FOR EMPLOYEES OF THE CITY OF BURLESON



LOOK INSIDE  
FOR IMPORTANT  
INFORMATION  
ON YOUR 2020  
BENEFITS PROGRAM.

HELPING YOU THRIVE

# welcome

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The City of Burleson offers a comprehensive and competitive benefits program that provides you with options when it comes to choosing what's right for you and your family. We are also committed to providing you with the tools and resources you need to live well. At the same time, we look to you to use the health care resources at your disposal to make informed decisions.

Please review this guide carefully for highlights of our benefits and discuss your options with your family.

## How to Enroll

Log into [mybentek.com/cityofburleson](https://mybentek.com/cityofburleson), then:

- If you are a first-time user, click on “Create an Account” and follow the step-by-step instructions. Note: You will need your employee ID number and the last four digits of your Social Security number.
- Click on the Menu button and then “Employee Benefits Center.” Depending on your reason for enrolling, select “New Hire Orientation,” “Open Enrollment” or “Qualifying Event.”

## Qualifying Life Events

Due to IRS regulations, you cannot change your elections until the next annual Open Enrollment period, unless you have a qualifying life event during the year. The following are examples of the most common qualifying life events:

- Marriage or divorce
- Birth or adoption of a child
- Child reaching the maximum age limit
- Death of a spouse, registered domestic partner (RDP) or child
- Change in child custody

- Change in coverage election made by your spouse/RDP during his/her employer’s Open Enrollment period
- Your or your dependents’ loss of coverage on another plan

**It is your responsibility to provide appropriate documentation and make changes to your benefit elections by contacting Human Resources within 30 days of the event.** If you fail to do so, you will not be able to enroll or make changes until the next Open Enrollment period.

## Getting Started

### WHO IS ELIGIBLE

You are eligible for benefits if you are a regular, full-time employee working 30 or more hours per week. You may also enroll your eligible dependents under certain plans you choose for yourself. Eligible dependents include:

- Your legally married spouse or registered domestic partner (RDP) ONLY.\*
- Your children who are your natural children, stepchildren, adopted children, your RDP’s children, or children for whom you have legal custody (up to age 26). Disabled children age 26 or older who meet certain criteria may continue on your health coverage.

### NEW HIRE WAITING PERIOD

Benefits become effective on the first day of the month following your 30<sup>th</sup> day of employment.

### DEPENDENT ELIGIBILITY VERIFICATION

If you are adding dependents to your health and/or dental coverage, you must submit copies of documentation to Human Resources verifying their eligibility within 30 days of your hire date. You must also submit your dependents’ Social Security numbers. Examples of documentation include:

- Marriage certificate
- Birth certificate and Social Security card
- Divorce decree

### OPT-OUT OPTION

If you are a full-time employee covered under the City’s health plan and are eligible for coverage through another plan (e.g., spouse’s or parent’s plan, retirement or military), you may opt out of health coverage with the City and receive \$200 per month. To opt out, submit written proof of coverage through your other plan. Please note you may not enroll in City health coverage until our annual Open Enrollment period, unless you experience a qualifying life event.

### BENEFITS & ENROLLMENT SUPPORT

If you have questions on your benefits, please contact Human Resources or Compass at (800) 513-1667 or [answers@compassphs.com](mailto:answers@compassphs.com). For help enrolling in coverage, contact the BenTek® Support Line at [support@mybentek.com](mailto:support@mybentek.com) or (877) 523-6835 Monday through Friday, 8:30 a.m. to 5 p.m. CT.

*\*If you and your spouse both work for the City as benefits-eligible employees, you have the option to either enroll in individual coverage or have one of you enroll the other as a dependent.*

# Medical Coverage

## UNITEDHEALTHCARE (UHC)

We are proud to offer medical coverage that not only provides coverage for illness and injury, but also enables you and your family to focus on staying well. Both plans are exclusive provider organization (EPO) plans, meaning the plans generally do not provide out-of-network coverage. The following is a high-level overview of the coverage available to you. For complete coverage details, please refer to the Summary Plan Description (SPD), found on [www.Burlesontx.com/employeeforms](http://www.Burlesontx.com/employeeforms).

**Note:** The Extended Non-Network Reimbursement Program (ENRP) reimburses you for out-of-network claims. You may be responsible for paying the difference between what the out-of-network provider charges and what the plan covers. This is known as balance billing.

Plan Feature	High-Deductible/HSA Plan	Copay/Gap Plan
	In-Network	In-Network
<b>Network</b>	<b>Choice Network</b>	
<b>Annual Deductible</b>		
Individual	\$2,800	\$2,000
Family	\$5,600	\$4,000
<b>Annual Out-of-Pocket Maximum (includes deductible)</b>		
Individual	\$5,000	\$4,000
Family	\$10,000	\$8,000
<b>Gap Insurance</b>		
Inpatient	N/A	\$1,000
Outpatient	N/A	\$1,000
<b>Annual City Contribution to the Health Savings Account (HSA)</b>		
Individual	\$1,000	N/A
Family	\$2,000	N/A
<b>Services</b>		
Office Visit	You pay 10% after deductible	\$25 copay
Specialist Visit	You pay 10% after deductible	\$50 copay
Wellness Visit	Covered at 100%	Covered at 100%
Hospital Stay (Inpatient & Outpatient)	You pay 10% after deductible	You pay 20% after deductible
Urgent Care	You pay 10% after deductible	\$50 copay
Telemedicine (Virtual Visits)	\$49 per visit	\$25 copay
Emergency Room	You pay 10% after deductible	\$250 copay
Labcorp/Quest Preferred Network Lab (Non-Routine)	You pay 10% after deductible	You pay 20% after deductible
<b>Prescription Drugs (Generic/Brand/Non-Formulary/Specialty)</b>		
Retail Pharmacy (30-day supply)	\$0/\$35/\$70/\$200 after deductible	\$0/\$35/\$70/\$200 copay
Mail Order (90-day supply)*	\$0/\$70/\$140 after deductible	\$0/\$70/\$140 copay

\*Biotech medication is not eligible.

### GAP INSURANCE (AVAILABLE TO COPAY/GAP PLAN MEMBERS ONLY)

Gap insurance provides you and each of your dependents with a \$1,000 benefit to help offset the deductible for in-patient services, and a \$1,000 benefit to help offset the deductible for outpatient services. Outpatient gap insurance can be used three times per year per family.

# Health Savings Accounts (HSAs)



Our High-Deductible/HSA Plan offers comprehensive health care coverage at a lower premium and higher deductible than traditional health care plans. As its name suggests, the plan also features an HSA. You can use funds in this account to pay for eligible services, or you can choose to pay for these expenses out of your own pocket and save your HSA funds for future expenses on a tax-free basis. Note: You can only use HSA funds as they are deposited in your account. You can always reimburse yourself later once you have accumulated funds in your account.

## HOW YOUR HSA IS FUNDED

### City Contributions

If you enroll in the High-Deductible/HSA Plan, you will receive an annual City contribution of \$1,000 for individual coverage and \$2,000 for all other tiers into an HSA. This contribution is meant to partially offset the High-Deductible/HSA Plan's higher deductible.

### Your Contributions\*

There are several ways to contribute money to your HSA:

- Pre-tax contributions through payroll deductions
- After-tax cash contributions that are deductible when you file your taxes
- Catch-up contributions up to \$1,000 per year if you are over age 55 (until you enroll in Medicare)

### Total Annual Contribution Limit

It is important to note that your contributions, when combined with any contributions from the City, may not exceed the IRS annual maximum of \$3,550 for individual coverage and \$7,100 for family coverage in 2020. Note: Individuals 55 and older may make additional "catch-up" contributions up to \$1,000 each year until they enroll in Medicare.

## QUALIFIED HEALTH CARE EXPENSES

The HSA enables you to pay for the following qualified health care expenses on a tax-free basis:

- Qualified medical, dental and vision expenses not covered by the plan, as defined by the IRS in Publication 502, available online at [www.irs.gov/pub/irs-pdf/p502.pdf](http://www.irs.gov/pub/irs-pdf/p502.pdf)
- COBRA premiums
- Qualified long-term care insurance and expenses
- Health insurance premiums when receiving unemployment compensation

- Medicare and, for those over age 65, retiree health insurance premiums (excluding Medicare Supplement and Medigap premiums)

## HSA RESTRICTIONS

To be eligible to open an HSA and receive the City contribution (if applicable):

- You must be enrolled in an HSA-qualified high-deductible health plan (HDHP).
- You cannot be covered by any other medical plan that is not an HSA-qualified HDHP.
- You must not be eligible to be claimed as a dependent on another individual's tax return.
- You must not be enrolled in Medicare or TRICARE.
- If you are a veteran, you must not have received veteran benefits within the last three months, except for preventive care.
- You must not be active military.
- You and your spouse must not have a health care flexible spending account (FSA) or health reimbursement account (HRA). However, you may enroll in a limited-purpose health care FSA.

## THE HRA VS. HSA

If you are enrolled in the High-Deductible/HSA Plan but are not eligible to open an HSA, you may participate in a health reimbursement account (HRA) instead. Unlike the HSA, you may not contribute to the HRA. Instead, the City will contribute \$1,000 for individual coverage and \$2,000 for all other tiers to your account each year, and unused funds roll over from year to year. This contribution is available starting January 1.

*\*You must be enrolled in a qualified high-deductible health plan to contribute to an HSA.*

# health

## Health Care & Dependent Care FSA

### Flores

We provide you with an opportunity to participate in up to two different flexible spending accounts (FSAs), which allow you to set aside a portion of your income, before taxes, to help pay for qualified health care and/or dependent care expenses. Because that portion of your income is not taxed, you pay less in federal income, Social Security and Medicare taxes.

#### Health Care FSA

For 2020, you may contribute up to \$2,700 to cover qualified health care expenses incurred by you, your spouse and your children up to age 26. Some qualified expenses include:

- Coinsurance
- Copayments
- Deductibles
- Prescriptions
- Dental treatment
- Orthodontia
- Eye exams/eyeglasses
- Lasik eye surgery

For a complete list of eligible expenses, visit [www.irs.gov/pub/irs-pdf/p502.pdf](http://www.irs.gov/pub/irs-pdf/p502.pdf).

#### Limited-Purpose Health Care FSA (for High-Deductible/HSA Plan participants only)

If you enroll in the High-Deductible/HSA Plan, you may only participate in a limited-purpose health care FSA. This type of FSA allows you to pay for eligible dental, orthodontia and vision expenses while preserving your HSA funds for eligible medical expenses.

#### Dependent Care FSA

For 2020, you may contribute up to \$5,000 (per family) to cover eligible dependent care expenses (\$2,500 if you and your spouse file separate tax returns). Some eligible expenses include:

- Care of a dependent child under the age of 13 by babysitters, nursery schools, pre-school or daycare centers
- Care of a household member who is physically or mentally incapable of caring for him/herself and qualifies as your federal tax dependent

For a complete list of eligible expenses, visit [www.irs.gov/pub/irs-pdf/p503.pdf](http://www.irs.gov/pub/irs-pdf/p503.pdf).

## FSA RULES

YOU MUST ENROLL EACH YEAR TO PARTICIPATE.

Because FSAs can give you a significant tax advantage, they must be administered according to specific IRS rules:

**Health care FSA:** Unused funds of up to \$500 from one year can carry over to the following year. Carryover funds will not count against or offset the amount that you can contribute annually. Unused funds over \$500 will NOT be returned to you or carried over to the following year.

**Dependent care FSA:** Unused funds will NOT be returned to you or carried over to the following year. You can incur expenses through December 31, 2020, and must file claims by March 15, 2021.



## Health Care Tools & Resources

The City not only provides medical coverage to help you stay well, we also offer a variety of programs, tools and resources to help you make informed health care decisions.

### COMPASS, AN ALIGHT COMPANY

Navigating the health care system can be a challenge—that's where Compass comes in! The Compass Health Pro team takes the hassle out of health care and helps you find the right solutions so that you can focus on what matters most to you. Turn to Compass for help:

- Choosing the right health plan
- Understanding your health benefits
- Explaining your medical bills and resolving any billing errors
- Finding highly rated and cost-effective providers
- Coordinating care
- Comparing costs for common procedures and treatment
- Scheduling appointments
- Finding lower-cost alternatives to prescriptions

**Please note:** You must register for Compass as one of the criteria to receive the Wellness Day and health premium discount. This program is available at no cost to you and your family. Register and access Compass' services by visiting <https://member.compassphs.com> or call (800) 513-1667 to speak to a health pro.

### LABCORP/QUEST

Whenever you require lab work, be sure to use a LabCorp/Quest facility, the preferred lab for the City of Burleson. You will most likely pay less when you visit a LabCorp/Quest facility than when you go outside of the network. Search from more than 1,300 laboratory providers by logging into [www.myuhc.com](http://www.myuhc.com) or calling (800) 859-3291.

### SPINE & JOINT SOLUTION

If you have back, knee or hip pain and are looking for information about surgery, you can turn to the Spine and Joint Solution program for advice, guidance and support. You will get in touch with an orthopedic nurse, who can go over your treatment options, coordinate your care and follow up with you after your surgery. For more information, call (888) 936-7246.

### AIRROSTI

If you suffer from chronic or persistent pain, an Airrosti provider can help you find the root cause and work with you to give you relief as quickly as possible—often within only three hour-long visits. Using soft tissue treatment, Airrosti helps you avoid costly surgery and reduces the need for prescription pain killers.



### ONERX

Save an average of \$750 on your prescriptions with the free OneRx app. You can use the app to:

- View your personal out-of-pocket costs for drugs prescribed at your local pharmacy
- Access special discounts and coupons
- Find out whether step therapy or prior authorization is required before you try to fill a prescription
- Track your medications and stay up to date on the drug list status

For more information and to download the app, go to [www.onerx.com](http://www.onerx.com).

### AFLAC BENEFITS

Aflac offers supplemental benefits such as accident, cancer, hospital indemnity and short-term disability (STD) coverage. These benefits are voluntary and you pay 100 percent of the cost. Aflac pays money directly to you for approved claims.

### LEGALSHIELD

LegalShield gives you the power to talk to an attorney about any personal legal issue. Whether it's big, small, or somewhere in between, your LegalShield Provider Law Firm will be there to offer advice or assistance on a variety of issues.

# health

## Your 2020 Wellness Program

Our Wellness Program offers the following resources to help you improve and maintain your health – plus discounts, so you don't have to strain your wallet.

### WELLNESS DAY OFF

Full-time employees are eligible for one day off in the next calendar year following meeting the criteria below:

- Complete an annual age appropriate physical
- Complete your annual bloodwork
- “Get Connected” with Compass at <https://member.compassphs.com> (one-time process, not required annually)

You and your provider certify your completion of the above tasks on the Wellness Form and turn the form into Human Resources by December 31.

### HEALTH PREMIUM DISCOUNT

Full-time employees can opt to participate in a health premium discount of \$44.42 each month, after completing the following tasks:

- Complete an annual age appropriate physical
- Complete your annual bloodwork
- “Get Connected” with Compass at <https://member.compassphs.com> (one-time process, not required annually)

You and your provider certify your completion of the above tasks on the Wellness Form and turn the form into Human Resources by December 31. If your paperwork is completed after December 31, the discount will be applied on the first of the month after the criteria has been met.

### QUARTERLY LUNCH & LEARNS

Each quarter, you are welcome to attend a Wellness Education lunch in-person or you may watch the recorded session. Each session will include a raffle for gift cards and vacation hours.

### GOLF COURSE DISCOUNT

With this discount, you can golf and save money any day of the week (when you golf during seasonal twilight hours). Walking the course is free, otherwise, you just pay the cart

fee. Note: This discount only applies to employees; family and friends are not eligible. The discount does not apply on holidays.

### ACCESS TO FITNESS EQUIPMENT

As an employee, you are eligible for free BRiCK membership, and a family-level discount of \$6 per pay period. You also have access to employee-only fitness centers in Annex 3 and the Service Center. You can use these centers on your personal time Monday through Friday, during daytime hours.

### FLEXIBLE WELLNESS REIMBURSEMENT

The Flexible Wellness Reimbursement program can compensate you for up to \$100 of personal wellness expenses each year. Anyone who has been a full-time employee for at least six months is eligible. You will be reimbursed through payroll for qualified expenses, such as:

- Gym membership
- Walk/run registration fees
- Nutrition programs
- Wellness services such as personal training
- Trackables and exercise equipment

Forms and qualified receipts can be turned in once a year between July 1 and December 1. Ask Human Resources if you are unsure that an expense qualifies for reimbursement. Discounted City services and facilities are not eligible for reimbursement.

### PARTNER WELLNESS DISCOUNTS

- **Camp Gladiator:** New members can enroll in a four-week free trial with the online code COBFREE79. You can also get \$10 off the exclusive BOLD-level membership when you provide your City work email address.
- **Orange Theory:** As a City employee, you can save \$10 off of select memberships (take proof of employment to Orange Theory).
- **24 Hour Fitness:** You can access your discount with the Corporate ID 113022CORP.

## Dental Coverage

### UNITEDHEALTHCARE (UHC)

Regular dental checkups can do more than keep your smile attractive—they can also tell dentists a lot about your overall health, including whether or not you may be at risk for chronic diseases. The following is a high-level overview of your dental coverage. For complete coverage details, please refer to the Summary Plan Description (SPD), found on [www.Burlesontx.com/employeeforms](http://www.Burlesontx.com/employeeforms).

Plan Feature	UHC Network
<b>Deductible</b>	
Individual/Family	\$50/\$150
<b>Annual Benefit Maximum</b>	
Per Individual	\$1,500/\$500 for treatment of TMJ
<b>Covered Services</b>	
Preventive Services (exams, X-rays, cleanings)	Covered at 100%
Basic Services (fillings, extractions, root canals)	Plan pays 80% after deductible
Major Services (crowns, bridgework, dentures*)	Plan pays 50% after deductible
Orthodontia (children only up to age 19)	Plan pays 50%
Orthodontia Lifetime Maximum	\$1,500

\*There is a six-month waiting period for partial or complete dentures.

## Vision Coverage

### UNITEDHEALTHCARE (UHC)

Not only can yearly eye exams protect your eyes, they can help detect signs of serious health conditions like diabetes, brain tumors, high blood pressure and high cholesterol. The following is a high-level overview of your vision coverage. For complete coverage details, please refer to the Summary Plan Description (SPD), found on [www.Burlesontx.com/employeeforms](http://www.Burlesontx.com/employeeforms).

Plan Feature	Frequency	In-Network	Out-of-Network
Exam	Once every 12 months	\$10 copay	Up to \$40 reimbursement
<b>Lenses</b>			
Single	Once every 12 months	\$25 copay	Up to \$40 reimbursement
Bifocal	Once every 12 months	\$25 copay	Up to \$60 reimbursement
Trifocal	Once every 12 months	\$25 copay	Up to \$80 reimbursement
Frames	Once every 24 months	\$130 allowance	Up to \$45 reimbursement
<b>Contact Lenses (in lieu of glasses)</b>			
Medically Necessary	Once every 12 months	Covered at 100%	\$210 allowance
Elective	Once every 12 months	\$105 allowance	Up to \$105 reimbursement

Note: Our vision plan is provided by UHC and administered by Spectera. We encourage you to verify whether your provider accepts Spectera insurance.

### FINDING IN-NETWORK PROVIDERS

You will typically pay less when you stay inside your plan's network. To find an in-network provider in your area:

- Dental providers: [www.myuhc.com](http://www.myuhc.com)
- Vision providers: [www.myuhcvision.com](http://www.myuhcvision.com)

# financial

## Life and AD&D Insurance

### SYMETRA

Life insurance offers peace of mind when it comes to making sure your loved ones are financially secure for the future.

### EMPLOYEE BASIC LIFE AND AD&D

Employee basic life is provided by the City at no cost to you.

	Basic Benefit
Employee	1x annual base salary up to \$250,000

### SPOUSE AND CHILD BASIC LIFE AND AD&D

You pay for spouse and child life.

	Basic Benefit
Spouse	\$5,000 or \$10,000
Child	\$2,500 or \$5,000

### SUPPLEMENTAL LIFE AND AD&D

If you determine you need more than the basic coverage, you may purchase additional coverage for yourself and your eligible family members.

	Benefit Option	Guaranteed Issue*
Employee	5x annual base salary in \$10,000 increments up to \$300,000	5x annual base salary up to \$100,000
Spouse	100% of employee amount in \$5,000 increments up to \$150,000	\$25,000
Child	\$10,000	\$10,000

### AGE REDUCTION SCHEDULE

Your life insurance benefit will decrease starting at age 65.

Age	Percentage of Benefit
65	65%
70	50%
75	35%

*\*During this Open Enrollment period only, you can increase your coverage in up to five increments of \$10,000 up to the Guaranteed Issue amounts without having to provide Evidence of Insurability (EOI, or information about your health). Coverage amounts that require EOI will not be effective unless approved by Symetra.*

## Long-Term Disability Coverage

### SYMETRA

The City provides eligible employees long-term disability (LTD) coverage at no cost to you should you need to take a leave from work due to a serious illness or injury. The following is a brief summary of our LTD coverage.

LTD Coverage Options	
Income Replacement	60% of base annual earnings
Monthly Benefit Maximum	\$10,000
When Benefit Begins	After 90 days
Maximum Benefit Duration	Up to Social Security normal retirement age or no longer disabled

## Texas Municipal Retirement System (TMRS)

If you work 1,000 hours or more per year, you are required to participate in the TMRS. The following is a brief summary of the TMRS:

- You contribute seven percent to your TMRS city retirement account.
- The City matches your contributions two to one: For every \$1 you contribute, the City contributes \$2.
- After five years of service, you are 100-percent vested in your account.
- If you have completed five years of service and are at least 60 years old, or if you have completed 20 years of service, you may retire.
- TMRS provides a death benefit of one times your annual salary and an occupational disability provision.

## 457 Plan & Roth IRA

### INTERNATIONAL CITY MANAGEMENT ASSOCIATION - RETIREMENT CORPORATION (ICMA-RC)

You may also contribute to a 457 deferred-compensation plan and/or Roth IRA. The following is a brief summary of each plan:

- **457 Plan:** You contribute pre-tax funds via convenient payroll deductions, thus reducing your taxable income. You may also invest your funds to help them grow. Funds are taxed once you withdraw them.
- **Roth IRA:** You contribute after-tax funds and funds then grow tax free. You may also withdraw funds tax free.

# work-life

## Employee Assistance Program (EAP)

### ALLIANCE WORK PARTNERS

Life is full of challenges, and balancing it can be difficult. We are proud to provide a confidential EAP **at no cost** to you and your immediate family members. EAP professionals are available 24/7 and can help with the following issues:

- Anxiety and depression
- Emotional health
- Family/relationship conflicts
- Grief/loss
- Legal/financial issues
- Substance abuse
- Other personal concerns
- Adolescence (a Teen Line is available)

## Longevity Pay

If you are a non-public safety employee and reach five years of service with the City, you are eligible for \$4 per month for each year of service (based on your first month of employment). Sworn public safety employees receive longevity pay from your initial date of hire as required by state law.

## Holidays

You are eligible for 10 paid holidays per year, as noted below. There is no waiting period. The City Manager's office sets the specific dates to honor these holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day After Thanksgiving
- Christmas Eve
- Christmas Day
- Personal Holiday

## United Way

We support Johnson County United Way, which gives to charities in our local communities. Contributions can be made when you make your insurance elections. Every little bit helps!

## Sick Leave

If you are a full-time employee, you are eligible for sick leave. The amount of time earned depends on the amount of service, your position and your status as a full-time or part-time employee. You earn sick leave beginning on your start date and it may be used once you have completed two months of service.

- **All employees (except Fire):** Four hours per pay period
- **Fire employees:** Six hours per pay period

## Vacation

If you are a full-time employee, you are eligible for vacation time. Vacation benefits may be used following six months of service and a positive performance evaluation from your director. You accrue vacation time from your start date according to the following schedule:

Police/Fire Department Employees		
City Years of Service	Hours Accrued Per Year	
	Police/Fire	Fire: 24-Hour Shift
0-9	120	180
10-19	160	240
20+	200	300
All Other Employees*		
City Years of Service	Hours Accrued Per Year	
	0-4	80
5-9	120	
10-19	160	
20+	200	

\*Employees at the Director level accrue 40 more hours per year.

## Other Paid Time Off

For eligible employees, we offer paid bereavement, jury duty and military leave for qualifying events. There is no waiting period.

## Tuition Reimbursement

You may be eligible for tuition reimbursement each semester—provided you meet the criteria—up to a maximum that is approved each budget year. For more information, visit [www.Burlesontx.com/employeeforms](http://www.Burlesontx.com/employeeforms).

# rates

## Medical (Per Pay Period)

High-Deductible/HSA Plan		
	With Health Premium Discount	Without Health Premium Discount
Employee Only	\$0.00	\$22.21
Employee + Spouse	\$55.37	\$77.58
Employee + Child(ren)	\$20.17	\$42.38
Employee + Family	\$96.87	\$119.08
Copay/Gap Plan		
	With Health Premium Discount	Without Health Premium Discount
Employee Only	\$21.78	\$43.99
Employee + Spouse	\$206.56	\$228.77
Employee + Child(ren)	\$129.57	\$151.78
Employee + Family	\$345.14	\$367.35

## Dental (Per Pay Period)

Coverage Tier	
Employee Only	\$0.00
All Other Tiers	\$29.81

## Vision (Per Pay Period)

Coverage Tier	
Employee Only	\$3.06
All Other Tiers	\$6.58

## Basic Life and AD&D (Per Pay Period)

Coverage Tier	
<b>Employee</b> <ul style="list-style-type: none"> <li>Life Amount: 1x annual basic salary up to \$250,000</li> </ul>	\$0.00
<b>Spouse/Child: Option 1</b> <ul style="list-style-type: none"> <li>Spouse Amount: \$5,000</li> <li>Child Amount: \$2,500</li> </ul>	\$1.00
<b>Spouse/Child: Option 2</b> <ul style="list-style-type: none"> <li>Spouse Amount: \$10,000</li> <li>Child Amount: \$5,000</li> </ul>	\$2.00

## Voluntary Life and AD&D\*

	Employee (Rate Per \$1,000)	Spouse (Rate Per \$1,000)
Life Rate: Up to 24	\$0.100	\$0.100
25-29	\$0.100	\$0.100
30-34	\$0.110	\$0.110
35-39	\$0.130	\$0.130
40-44	\$0.170	\$0.170
45-49	\$0.250	\$0.250
50-54	\$0.360	\$0.360
55-59	\$0.570	\$0.570
60-64	\$0.750	\$0.750
65-69	\$1.250	\$1.250
70-74	\$2.190	\$2.190
75-79	\$8.210	\$8.210

### Child Life Rate for \$10,000

\$1.00 per pay period

\*The online enrollment system will provide the rate calculation based on your election and age.



# directory

Topic	Contact	Group Number	Phone	Website & Email
<b>General Benefits and/or Enrollment</b>	Human Resources	N/A	(817) 426-9642	COBWEB <a href="http://www.Burlesontx.com/employeeforms">www.Burlesontx.com/employeeforms</a>
<b>Healthcare Decision Support</b>	Compass, An Alight Company	N/A	(800) 513-1667	<a href="mailto:answers@compassphs.com">answers@compassphs.com</a>
<b>Medical Coverage and Telemedicine</b>	UnitedHealthcare (UHC)	906435	(866) 844-4864	<a href="http://www.myuhc.com">www.myuhc.com</a>
<b>Dental Coverage</b>	UnitedHealthcare (UHC)	1019974	(866) 844-4864	<a href="http://www.myuhc.com">www.myuhc.com</a>
<b>Vision Coverage</b>	UnitedHealthcare (UHC)	1-1GKH-14580	(866) 844-4864	<a href="http://www.myuhcvision.com">www.myuhcvision.com</a>
<b>Gap Insurance</b>	Sis-Next Step	G4200-OP1-24780	(972) 788-0699	<a href="http://www.specialinc.com">www.specialinc.com</a>
<b>Health Savings Account (HSA)</b>	HSA Bank	N/A	(800) 357-6246	<a href="http://my.accounts.hsabank.com">my.accounts.hsabank.com</a>
<b>Health Care and Dependent Care Flexible Spending Accounts (FSAs) &amp; Health Reimbursement Accounts (HRAs)</b>	Flores	N/A	(800) 532-3327	<a href="http://www.flores-associates.com">www.flores-associates.com</a>
<b>Lab Work</b>	Quest LabCorp	N/A N/A	(866) 697-8378 (800) 859-3291	<a href="http://www.questdiagnostics.com">www.questdiagnostics.com</a> <a href="http://www.labcorp.com">www.labcorp.com</a>
<b>Employee Assistance Program (EAP)</b>	Alliance Work Partners	Registration Code: AWP-COB-1178	(800) 343-3822 Teen Line: (800) 334-8336	<a href="http://www.awpnow.com">www.awpnow.com</a>
<b>Life and Disability Insurance</b>	Symetra	01-017859-00	Claims: (877) 377-6773 Life: (888) 999-4767 Billing: (800) 426-7784 Underwriting: (800) 426-7784	<a href="mailto:LADCLA@symetra.com">LADCLA@symetra.com</a> <a href="mailto:conversions@hrmp.com">conversions@hrmp.com</a> <a href="mailto:grpadm@symetra.com">grpadm@symetra.com</a> <a href="mailto:benmuw@symetra.com">benmuw@symetra.com</a>
<b>Texas Municipal Retirement System (TMRS)</b>	TMRS	00202	(800) 924-8677	<a href="http://www.mytmrs.com">www.mytmrs.com</a>
<b>457 Plan and Roth IRA</b>	ICMA-RC/Eunice Brogdon	457: 301891 Roth: 705348	(877) 313-8316	<a href="mailto:ebrogdon@icma.org">ebrogdon@icma.org</a>
<b>Spine &amp; Joint Solution</b>	UnitedHealthcare (UHC)	N/A	(888) 936-7246	<a href="http://www.myuhc.com">www.myuhc.com</a>
<b>Airrosti</b>	Airrosti	N/A	(800) 404-6050	<a href="http://www.airrosti.com">www.airrosti.com</a>
<b>Aflac</b>	Teresa Reeves	N/A	(817) 295-2768	<a href="mailto:ddreevestx@prodigy.net">ddreevestx@prodigy.net</a>
<b>LegalShield</b>	Linda & William Gartin	N/A	(817) 301-9563	<a href="mailto:lgartin@legalshield.com">lgartin@legalshield.com</a>

## CITY OF BURLESON, TEXAS

### 2020 Benefits Guide



Human Resources: (817) 426-9642  
Compass: (800) 513-1667 or [answers@compassphs.com](mailto:answers@compassphs.com)