

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, JUNE 9TH, 2020
5:30 P.M.**

THE BUDGET AND PERSONNEL COMMITTEE MET IN REGULAR SESSION IN THE COUNCIL CHAMBER AT 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.

Committee Members: Choya Shropshire, Briana Brakefield, Yolanda Thompson, Randy Chitwood (alt.)

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:30 p.m. by Mayor Lees. Members present: Choya Shropshire, Briana Brakefield and Yolanda Thompson. Members absent: none.

Others present: Mayor Larry Lees, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Fire Chief BK Young, Street Superintendent Buddy Glenn, Recreation Center Director Rachel Sordahl, Fred Sordahl, Retail Attractions representative Rickey Hayes, Pryor Main Street representatives Jennie VanBuskirk, Scott Miller and Sarah Parker, Chamber of Commerce President Barbara Hawkins, Kemmie Shropshire and Terry Aylward.

2. DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATION OF BRIANA BRAKEFIELD AS CHAIR OF THE CITY OF PRYOR CREEK, BUDGET / PERSONNEL COMMITTEE.

Motion was made by Shropshire, second by Thompson to approve nomination of Briana Brakefield as Chair of the City of Pryor Creek Budget / Personnel Committee. Voting yes: Shropshire and Thompson. Abstaining, counting as a no vote: Brakefield. Voting no: none.

3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE MAY 12TH, 2020 REGULAR MEETING.

Motion was made by Shropshire, second by Thompson to approve the minutes of the May 12th, 2020 regular meeting. Voting yes: Brakefield and Shropshire. Abstaining, counting as a no vote: Thompson. Voting no: none.

4. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that Sales Tax is the highest it has ever been. The Sales Tax average is \$775,698.00. Year-to-date, Sales Tax ended up at \$9,308,382.00. Use Tax was up this month. Use Tax average was \$99,092.00, and year-to-date, it ended up at \$1,189,109.00.

b. Review of Financial Status.

Total of Sales and Use Taxes came in at \$10,497,491.00, which is a milestone for Pryor Creek.

c. Preliminary Report on 2020-2021 Budget.

Budget planning for 2020-2021 is still in process. Mayor stated that the budget will not be completed until August. He continues to work on keeping it as flat as possible from last year. Anything that is available above the 90% will be put in Unallocated Reserves.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CONTRACT RENEWAL WITH RETAIL ATTRACTIONS FOR FISCAL YEAR 2020-2021 IN THE AMOUNT OF \$4,000.00 PER MONTH FOR TWELVE (12) MONTHS FROM GENERAL OUTSIDE SERVICES ACCOUNT #02-201-5075.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding contract renewal with Retail Attractions for Fiscal Year 2020-2021 in the amount of \$4,000.00 per month for twelve (12) months from General Outside Services Account #02-201-5075.

Mr. Rickey Hayes made a presentation and stated that things are in the works and we should see some real estate purchases for new business within the next twelve months. Companies in the mill are soft goods and restaurants.

All voted yes.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AGREEMENT WITH PRYOR MAIN STREET FOR THE 2020-2021 FISCAL YEAR.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve agreement with Pryor Main Street for the 2020-2021 fiscal year.

Jennie VanBuskirk made a presentation and handed out a reinvestment report to the committee.

Voting yes: Shropshire and Brakefield. Abstaining, counting as a no vote: Thompson. Voting no: none.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT EXPENSE REPORT FOR THE LAKE AREA SOFTBALL ASSOCIATION IN THE AMOUNT OF \$1,350.00.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve Hotel / Motel Tax Grant Expense Report for the Lake Area Softball Association in the amount of \$1,350.00. All voted yes.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT EXPENSE REPORT FOR THE PRYOR AREA CHAMBER OF COMMERCE 2019 CHRISTMAS PARADE OF LIGHTS IN THE AMOUNT OF \$2,500.00.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve Hotel / Motel Tax Grant Expense Report for the Pryor Area Chamber of Commerce 2019 Christmas Parade of Lights in the amount of \$2,500.00. All voted yes.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING MEMORANDUM OF AGREEMENT BETWEEN PRYOR CREEK AND CITY ATTORNEY FOR THE 2020-2021 FISCAL YEAR.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve Memorandum of Agreement between Pryor Creek and City Attorney for the 2020-2021 fiscal year.

Voting yes: Shropshire and Thompson. Abstaining, counting as a no vote: Brakefield. Voting no: none.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AWARDED CONTRACT FOR SCHEDULE 1-OPTION 2, SCHEDULE 2 AND SCHEDULE 3 OF THE DOG POUND ROAD AND SW 9TH ST. BOX AND PAVEMENT PROJECT PRY20-01, TO AMERICAN NATIVE VENTURES, LLC IN THE AMOUNT OF \$645,258.77 FROM STREET ASPHALT OVERLAY ACCOUNT #14-145-5410, WHICH INCLUDES A \$99,828.48 REIMBURSEMENT FROM FEMA.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve awarding contract for Schedule 1-Option 2, Schedule 2 and Schedule 3 of the Dog Pound Road and SW 9th St. Box and Pavement Project PRY20-01, to American Native Ventures, LLC in the amount of \$645,258.77 from Street Asphalt Overlay Account #14-145-5410, which includes a \$99,828.48 reimbursement from FEMA. Mayor stated that this expense will be added to the budget line item. Glenn reported that Dog Pound Road is in bad shape. All voted yes.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING STREET DEPARTMENT PURCHASE OF A GRADING BUCKET IN THE AMOUNT OF \$2,754.00 FROM CATERPILLAR ON THEIR STATE CONTRACT FROM STREET CAPITAL OUTLAY ACCOUNT #14-145-5411.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve Street Department purchase of a grading bucket in the amount of \$2,754.00 from Caterpillar on their State Contract from Street Capital Outlay Account #14-145-5411. All voted yes.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$3,492.00 TO ENDEX, INC. OF TULSA FOR REPLACEMENT OF FIRE PANEL AT THE PRYOR CREEK RECREATION CENTER FROM RECREATION REPAIR AND MAINTENANCE ACCOUNT #84-845-5091.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve an expenditure in the amount of \$3,492.00 to Endex, Inc. of Tulsa for replacement of fire panel at the Pryor Creek Recreation Center from Recreation Repair and Maintenance Account #84-845-5091. All voted yes.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$2,490.00 TO HOLLON FIRE PROTECTION, LLC FOR SPRINKLER SYSTEM REPAIR FROM RECREATION REPAIR AND MAINTENANCE ACCOUNT #84-845-5091.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve an expenditure in the amount of \$2,490.00 to Hollon Fire Protection, LLC for sprinkler system repair from Recreation Repair and Maintenance Account #84-845-5091. All voted yes.

14. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$19,000.00 TO ROBERTS AUTO CENTER FOR THE REIMBURSEMENT OF THE VALUE OF THE 2017 TOYOTA RAV 4 (VIN#2T3YFREV4HW318124) THAT WAS TRADED IN ON MARCH 19TH, 2020, UPON THE PURCHASE OF A 2020 CHEVY TRAVERSE BY THE PRYOR CREEK POLICE DEPARTMENT FROM POLICE EQUIPMENT CAPITAL OUTLAY ACCOUNT #44-445-5424.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve an expenditure in the amount of \$19,000.00 to Roberts Auto Center for the reimbursement of the value of the 2017 Toyota Rav 4 (VIN#2T3YFREV4HW318124) that was traded in on March 19th, 2020, upon the purchase of a 2020 Chevy Traverse by the Pryor Creek Police Department from Police Equipment Capital Outlay Account #44-445-5424. Assistant Chief Willyard explained that a lien was discovered after the courts awarded the Rav 4 to the City, and this will take care of that issue. All voted yes.

15. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING EXPENDITURE IN THE AMOUNT OF \$39,583.92 TO MUSKOGEE COMMUNICATIONS FOR UPGRADE OF THE 800MHZ RADIO SYSTEM AT THE PRYOR CREEK POLICE DEPARTMENT: \$20,180.92 FOR

THE REPEATER, \$14,403.00 FOR THE ANTENNA SYSTEM, AND AN ADDITIONAL \$5,000.00 FOR POWER EQUIPMENT FROM POLICE REPAIR AND MAINTENANCE ACCOUNT #02-215-5091.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve expenditure in the amount of \$39,583.92 to Muskogee Communications for upgrade of the 800mhz radio system at the Pryor Creek Police Department: \$20,180.92 for the repeater, \$14,403.00 for the antenna system, and an additional \$5,000.00 for power equipment from Police Repair and Maintenance Account #02-215-5091.

Chief Nichols explained that all the funds are not in that account at this time; however, by the time the equipment is ordered and received, we will be in the new fiscal year. He stated that as far as he knows this is a sole-source purchase. Muskogee Communications has taken excellent care of them for several years.

Motion and second were amended to state, "Pending approval of bid process of the City." All voted yes.

16. UNFORESEEABLE BUSINESS. (Any matter not reasonably foreseen prior to posting agenda.)

There was no unforeseeable business.

17. PETITIONS FROM THE AUDIENCE.

There were no petitions from the audience.

18. ADJOURN.

Motion was made by Thompson, second by Shropshire to adjourn at 6:20 p.m. All voted yes.

Sales Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 751,820.11	\$ 750,055.85					
February	\$ 705,422.56	\$ 747,343.85					
March	\$ 692,054.30	\$ 673,114.50					
April	\$ 707,734.29	\$ 769,552.84					
May	\$ 716,194.09	\$ 830,287.14					
June	\$ 778,619.10	\$ 931,868.08					
July	\$ 762,210.98	\$ 883,069.62					
August	\$ 772,969.72						
September	\$ 797,162.40						
October	\$ 791,341.32						
November	\$ 729,869.64						
December	\$ 752,605.85						
Total	\$8,958,004.36	\$ 5,585,291.88	\$ -	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 762,210.98	\$ 883,069.62					
August	\$ 772,969.72						
September	\$ 797,162.40						
October	\$ 791,341.32						
November	\$ 729,869.64						
December	\$ 752,605.85						
January	\$ 750,055.85						
February	\$ 747,343.85						
March	\$ 673,114.50						
April	\$ 769,552.84						
May	\$ 830,287.14						
June	\$ 931,868.08						
Total	\$ 9,308,382.17	\$ 883,069.62	\$ -	\$ -	\$ -	\$ -	\$ -

OKLAHOMA TAX COMMISSION



City Sales Tax Deposit Letter

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City Sales Tax Deposit Letter

- Choose a year and month, and click "View Results".
- Results include all cities. To display a single city, enter the city COPO.
- The past 3 years of data is available for searching. For data older than 3 years, click the "Archived Data" link below.

For Treasurers:

Funds have been electronically transferred to your bank account, effective the date shown, for your city's tax collections received by the Oklahoma Tax Commission during the previous month.

This payment represents taxes collected during the previous month and may include interest, penalty, and delinquent remittances due from an earlier month.

If there are any questions concerning this payment, please call or write Dave Francis, (405) 522-6600, Account Maintenance Division, Oklahoma Tax Commission.

Enter Search Parameters

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Month ▾

Entity

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City Sales Tax Deposit Letter

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Copo	City	Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
4909	Pryor	09-Jul-2020	886,818.73	0.00	0.00	4,434.09	684.98	883,069.62
			886,818.73	0.00	0.00	4,434.09	684.98	883,069.62

Data is updated each business day

Use Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 68,525.36	\$ 128,366.65					
February	\$ 75,691.84	\$ 116,848.79					
March	\$ 82,273.50	\$ 93,213.07					
April	\$ 149,970.94	\$ 101,408.96					
May	\$ 102,655.42	\$ 81,120.35					
June	\$ 97,779.29	\$ 85,146.64					
July	\$ 139,814.46	\$ 72,780.21					
August	\$ 139,921.75						
September	\$ 46,037.38						
October	\$ 73,880.30						
November	\$ 109,959.30						
December	\$ 73,391.80						
Total	\$ 1,159,901.34	\$ 678,884.67	\$ -	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 139,814.46	\$ 72,780.21					
August	\$ 139,921.75						
September	\$ 46,037.38						
October	\$ 73,880.30						
November	\$ 109,959.30						
December	\$ 73,391.80						
January	\$ 128,366.65						
February	\$ 116,848.79						
March	\$ 93,213.07						
April	\$ 101,408.96						
May	\$ 81,120.35						
June	\$ 85,146.64						
Total	\$ 1,189,109.45	\$ 72,780.21	\$ -	\$ -	\$ -	\$ -	\$ -



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- Choose a year and month, and click "View Results".
- Results include all cities. To display a single city, enter the city COPO.
- The past 3 years of data is available for searching. For data older than 3 years, click the "Archived Data" link below.

For Treasurers:
Funds have been electronically transferred to your bank account, effective the date shown, for your city's tax collections received by the Oklahoma Tax Commission during the previous month.

This payment represents taxes collected during the previous month and may include interest, penalty, and delinquent remittances due from an earlier month.

If there are any questions concerning this payment, please call or write Dave Francis, (405) 522-6600, Account Maintenance Division, Oklahoma Tax Commission.

Enter Search Parameters

Year

Month

Entity

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Copo	City	Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
4909	Pyor	09-Jul-2020	73,083.08	0.00	0.00	365.42	62.55	72,780.21
			73,083.08	0.00	0.00	365.42	62.55	72,780.21

Data is updated each business day

TOBACCO Tax Totals

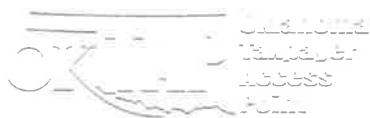
City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 7,183.48	\$ 6,797.30					
February	\$ 4,392.65	\$ 6,340.63					
March	\$ 5,212.38	\$ 5,556.34					
April	\$ 7,092.57	\$ 9,111.80					
May	\$ 6,997.49	\$ 6,594.97					
June	\$ 7,394.72	\$ 8,343.59					
July	\$ 7,651.74	\$ 9,952.29					
August	\$ 7,002.62						
September	\$ 7,626.68						
October	\$ 6,979.41						
November	\$ 7,031.16						
December	\$ 6,403.07						
Total	\$ 80,967.97	\$ 52,696.92	\$ -	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 7,651.74	\$ 9,952.29					
August	\$ 7,002.62						
September	\$ 7,626.68						
October	\$ 6,979.41						
November	\$ 7,031.16						
December	\$ 6,403.07						
January	\$ 6,797.30						
February	\$ 6,340.63						
March	\$ 5,556.34						
April	\$ 9,111.80						
May	\$ 6,594.97						
June	\$ 8,343.59						
Total	\$ 85,439.31	\$ 9,952.29	\$ -	\$ -	\$ -	\$ -	\$ -

OKLAHOMA TAX COMMISSION



Cigarette/Tobacco Tax Deposit Letter

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Cigarette/Tobacco Tax Deposit Letter

- Choose a year and month, and click "View Results".
- Results include all COPOs. To display a single COPO, enter the COPO.
- The past 3 years of data is available for searching. For data older than 3 years, click the "Archived Data" link below.

For Treasurers:

Funds were transferred electronically, effective the date shown, for your share of tax collections received by the Oklahoma Tax Commission during the previous month.

If there are any questions concerning this apportionment, please contact our Accounting Office at (405) 522-8827.

Enter Search Parameters

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Year	<input type="text" value="2020"/>
Month	<input type="text" value="07. July"/>
Entity	<input type="text" value="4909 - Pryor"/>

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Cigarette/Tobacco Tax Deposit Letter

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Copo	City/County	Effective Date	Cigarette	Tobacco	Total
4909	Pryor	13-Jul-2020	7,534.49	2,417.80	9,952.29
			7,534.49	2,417.80	9,952.29

Data is updated each business day

PREMIER TRUCK GROUP TULSA



5104 West 60th Tulsa Oklahoma 74107-8816
(800) 725-5312 (918) 445-5300

CUSTOMIZED PRODUCT PRICING SUMMARY

END USER: City of Pryor
 CONTACT: Buddy Glenn
 PHONE: 918-373-2920
 FAX: _____
 EMAIL: _____

ATC REP: Josh Rhodes
 DIRECT LINE 918-447-4037
 MOBILE: 918-991-1210
 FAX: 918-445-5388
 EMAIL: jrhodes@premiertruck.com

CONTRACT NAME
STATEWIDE TRUCK

DATE
4/21/2020

PRODUCT DESCRIPTION
2021 Freightliner 25,500 GVW M2-106 W/10' Dump Bed

BID SERIES
SW035T & SW106

A. BASE PRICE
\$69,195.00

B. PUBLISHED OPTIONS (Itemized Below)

CODE	DESCRIPTION	BID PRICE
1	Increase to 102' CA	295.00
2	Tilt Telescopic Steering	375.00
3	Visor Over Windshield	195.00
4	Front Tow hooks	75.00
5	Trailer Tow Package	818.00
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

CODE	DESCRIPTION	BID PRICE
16		
17		
18		
19		
20		
21		
22		
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24		
25		
26		
27		
28		
29		
30		

TOTAL OF PUBLISHED OPTIONS: \$1,758.00

C. OFF-MENU OPTIONS

CODE	DESCRIPTION	BID PRICE
1	Detroit DD8 260HP 660LB FT Torque	3,394.00
2	Allison 3500RDS	4,560.00
3	10K Front Axle & Suspension	118.00
4	23K Rear Axle & Suspension	710.00
5		
6		
7		

CODE	DESCRIPTION	BID PRICE
8	10' Duraclass Material Style Dump	
9	body W/ Electric Tarp, Strobes,	
10	Pintle Hitch, Sch 80 Dump Apron	
11	and Half Cab Shield	26,309.00
12		
13		
14		

TOTAL OF OFF-MENU OPTIONS: \$35,091.00

D. Trade for (2) 1986 International Dump Trucks:

(\$8,000.00)

E. DELIVERY CHARGES:

Miles: _____ @ _____ Per Mile

\$0.00

F. TOTAL OF A, B, C, D, E:

\$98,044.00

G. QUANTITY ORDERED:

1

\$98,044.00

H. ADMINISTRATIVE FEE:

I. NON-EQUIPMENT CHARGES & CREDITS:

J. TOTAL PURCHASE PRICE INCLUDING FEES, CHARGES, & CREDITS:

\$98,044.00



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000064711854.1	Sales Rep	Shruti Agarwal
Total	\$6,868.56	Phone	(800) 456-3355, 7250429
Customer #	70361194	Email	Shruti_Agarwal@Dell.com
Quoted On	Jul. 09, 2020	Billing To	ACCOUNTS PAYABLE
Expires by	Jul. 24, 2020		CITY OF PRYOR CREEK
Deal ID	20079451		P O BOX 1167
			6 NORTH ADAIR
			PRYOR, OK 74362

Message from your Sales Rep

Please review your quote and let me know if you have any questions or when you're ready to place an order. Thank you for shopping with Dell Technologies!

Sincerely,
Shruti Agarwal
e-mail: shruti_agarwal@dell.com
D: (512) 725-0429

Regards,
Shruti Agarwal

Shipping Group

Shipping To	Shipping Method
ACCOUNTS PAYABLE CITY OF PRYOR CREEK P O BOX 1167 6 NORTH ADAIR PRYOR, OK 74362 (918) 825-0888	Standard Delivery

Product	Unit Price	Qty	Subtotal
Havis Premium Passenger Side Mount Package - mounting kit	\$429.99	2	\$859.98
Havis PKG-PSM-353 Premium - Mounting kit (support arm,	\$421.39	6	\$2,528.34

pole, swing arm, base plate) for notebook - in-car

Havis Premium Passenger Side Mount Package - mounting kit	\$429.99	1	\$429.99
Havis Premium Passenger Side Mount Package - mounting kit	\$418.80	1	\$418.80
HAVIS MOUNTING BASE: UNIVERSAL	\$61.05	3	\$183.15
Havis Premium Passenger Side Mount Package - mounting kit	\$455.79	3	\$1,367.37
Havis 8.5in Heav Dut Telescop PoIShorHan	\$103.19	3	\$309.57
Havis C-MD 112 - mounting component	\$214.99	3	\$644.97
HAVIS HEAVY DUTY STABILITY SIDE SUPPORT ARM	\$42.13	3	\$126.39

Subtotal:	\$6,868.56
Shipping:	\$0.00
Non-Taxable Amount:	\$6,868.56
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total: \$6,868.56

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000064645560.1	Sales Rep	Shruti Agarwal
Total	\$19,008.27	Phone	(800) 456-3355, 7250429
Customer #	70361194	Email	Shruti_Agarwal@Dell.com
Quoted On	Jul. 08, 2020	Billing To	ACCOUNTS PAYABLE
Expires by	Jul. 23, 2020		CITY OF PRYOR CREEK
Deal ID	20079451		P O BOX 1167
			6 NORTH ADAIR
			PRYOR, OK 74362

Message from your Sales Rep

Please review your quote and let me know if you have any questions or when you're ready to place an order. Thank you for shopping with Dell Technologies!

Sincerely,
Shruti Agarwal
e-mail: shruti_agarwal@dell.com
D: (512) 725-0429

Regards,
Shruti Agarwal

Shipping Group

Shipping To	Shipping Method
KEVIN TRAMEL PRYOR CREEK POLICE DEPT 214 SOUTH MILL PRYOR, OK 74361 (918) 825-1212	Standard Delivery

Product	Unit Price	Qty	Subtotal
Havis DS-DELL-412 - Docking station - VGA, HDMI - 10Mb LAN - 90-watt	\$613.17	31	\$19,008.27

City Department Head - Library Director

Overview

Description:

A full-time, exempt position requiring a wide familiarity with Library philosophies, procedures, and trends. Must have skills to work closely with the public as well as City officials and civic leaders to ensure the Library is a vibrant, active, and essential resource that the community is proud to support.

Examples of work performed:

- Drafts and recommends Library policy to the Library Board and City Council
- Plans for the implementation of Library goals and objectives
- Evaluates and oversees Library programs and services
- Directs the development and maintenance of the Library's collection
- Directs the development, repair, and maintenance of the Library's building
- Directs personnel actions such as hiring, termination, evaluation, etc.
- Supervises Library staff directly or through appropriate delegation to create a harmonious team environment
- Supervises volunteer program, including recruitment, training, scheduling, and evaluating
- With the Library Board President, creates and distributes Library Board agendas and minutes
- Prepares the annual Library budget and presents and defends budget requests before the Library Board and City Council
- Directs and controls the expenditure of Library fund allocations within the constraints of approved budget
- Prepares grant requests and administers grant funds awarded by state and federal agencies and nonprofit foundations
- Prepares regular narrative and statistical reports
- Stays informed on issues related to library services and management by attending conferences, workshops, and meetings and reading professional literature
- Prepares and files annual report with the Oklahoma Department of Libraries
- Represents the Library on regional and state committees and serves as the City's authority on library issues
- Assists with direct patron services as needed

Requirements for position:

- Master's degree in Library Science from an ALA accredited program with a minimum of 3 years supervisory experience
- Ability to obtain Oklahoma Department of Libraries certification within two years
- Commitment to the principles of unrestricted access to information
- Self-directed and able to learn new processes quickly
- Skill in application and interpretation of library policies and procedures
- Strong communication and public relation skills, both oral and written
- Must be able to maintain a cheerful demeanor under pressure
- In-depth knowledge of basic computer programs and the internet
- Strong organizational and problem solving skills

Librarian II - Administrative Librarian

Overview

Description:

A full-time, non-exempt position requiring a wide familiarity with Library procedures as well as City Hall procedures. Must have skills to organize and maintain library purchase orders and other records.

Examples of work performed:

- Obtains and reports all Library statistics
- Prepares all reports for Library Board meeting
- Records minutes at Library Board meetings
- Receives all bills and processes for payment
- Maintains the documentation of the Material Safety Data Sheets
- Collects daily receipts and balance accounts
- Deposits all receipts at City Hall
- Keeps account of petty cash
- Assists Library Director in monitoring the Library's budget
- Orders, receives, and keeps inventory of all supplies
- Maintains office photocopier and other office equipment
- Maintains inventory of fixed assets
- Manages organization and storage of all Library records
- Assists at public service desks as needed
- Shelves materials as needed
- Plans and implements programming, events, classes, and activities as needed
- Creates promotional materials and updates Library social media and/or website as needed

Requirements for position:

- Bachelor's degree or experience commensurate with the position
- Ability to obtain Oklahoma Department of Libraries certification within two years
- Self-directed and able to learn new processes quickly
- Skill in application and interpretation of library policies and procedures
- Strong communication and public relation skills, both oral and written
- Must be able to maintain a cheerful demeanor under pressure
- High clerical aptitude, detail oriented, and excellent keyboard skills
- In-depth knowledge of basic computer programs and the internet
- Excellent grammar and telephone manners
- Strong organizational and problem solving skills

Librarian II - Adult Services Librarian

Overview

Description:

A full-time, non-exempt position requiring a wide familiarity with Library procedures and the Library collection, especially the adult collections. Must have skills to work closely with the public to build and maintain essential Library services.

Examples of work performed:

- Acts as Library Administrator in the absence of the Library Director
- Supervises part-time Library Assistant staff assigned to Adult Services area
- Supervises and performs circulation tasks such as checking materials in and out, creating new patron accounts, placing holds, etc.
- With the Collection Development Librarian, selects and deselects materials for adults
- Develops and supervises Adult Literacy and English Language Learning (ELL) services for Library patrons
- Keeps departmental records and statistics
- Develops departmental goals and helps implement them
- Keeps abreast of professional developments
- Instructs patrons in basic library use
- Helps patrons find information in person, on the telephone, and via email
- Helps patrons locate materials in the department or library
- Provides readers advisory services
- Creates displays to highlight collections or services
- Creates promotional materials and updates Library social media and/or website as needed
- Acts as Library representative to professional organizations and community groups as needed
- Assists patrons with computer and printer use as needed
- Plans and implements programming, classes, events, and activities as needed

Requirements for position:

- Bachelor's degree or experience commensurate with the position
- Ability to obtain Oklahoma Department of Libraries certification within two years
- Self-directed and able to learn new processes quickly
- Skill in application and interpretation of library policies and procedures
- Strong communication and public relation skills, both oral and written
- Must be able to maintain a cheerful demeanor under pressure
- High clerical aptitude, detail oriented, and excellent keyboard skills
- In-depth knowledge of basic computer programs and the internet
- Excellent grammar and telephone manners
- Strong organizational and problem solving skills

Librarian II - Collection Development & Systems Librarian

Overview

Description:

A full-time, non-exempt position requiring a wide familiarity with Library policies and procedure as well as working knowledge of the Library's computer systems and the Library collection. Must have skills to work closely with the public and various Library vendors to build and maintain essential Library services.

Examples of work performed:

- Maintains and curates the Library's collection through the selection, deselection, and processing of materials
- Delegates selection, deselection and processing of materials to appropriate staff
- Stays abreast of book reviews, publishing trends, and local and general interests in order to identify materials to meet patron needs, enrich the Library's collections, and correct deficiencies
- Allocates funds to meet collection development goals
- Maintains the bibliographic database; performs original, contributed, and copy cataloging for Library materials in all formats
- Supervises part-time Library Assistant staff assigned to the Computer Lab
- With the Library Director, installs and maintains library computers, including hardware and software maintenance, updates, and troubleshooting
- Assists patrons with computers and printers/copiers as needed
- Helps patrons find information in person, on the telephone, and via email
- Instructs patrons in basic library use
- Enforces library policies
- Attends professional meetings and training workshops
- Keeps departmental records and statistics
- Develops departmental goals and helps implement them
- Plans and implements programming, events, classes, and activities as needed

Requirements for position:

- Bachelor's degree or experience commensurate with the position
- Ability to obtain Oklahoma Department of Libraries certification within two years
- Self-directed and able to learn new processes quickly
- Skill in application and interpretation of library policies and procedures
- Strong communication and public relation skills, both oral and written
- Must be able to maintain a cheerful demeanor under pressure
- High clerical aptitude, detail oriented, and excellent keyboard skills
- In-depth knowledge of basic computer programs and the internet
- Excellent grammar and telephone manners
- Strong organizational and problem solving skills

Librarian II - Genealogy & Research Librarian

Overview

Description:

A full-time, non-exempt position requiring a wide familiarity with Library policies and procedures, genealogical and general research procedures, and the Library's local history collection.

Examples of work performed:

- Maintains and curates the Library's genealogical and local history collection through the selection, deselection, and processing of materials
- Manages and curates departmental equipment including the Legacy Lab and Makerspace equipment
- With the Collection Development Librarian, selects and deselects materials for adults
- Supervises part-time Library Assistant staff assigned to the Local History/Genealogy area
- Assists patrons in finding information in person, on the phone, and via email
- Researches, orders, returns, and manages all Inter-Library Loan items
- Instructs patrons in basic library use
- Enforces library policies
- Provides readers advisory services
- Attends professional meetings and training workshops
- Keeps abreast of professional developments
- Oversees test proctoring
- Takes inventory of genealogy and local history materials
- Catalogs and manages archived materials
- Manages newspapers and microfilm
- Archives and preserves materials as appropriate
- With the Library Director, selects and maintains online resources and other subscriptions
- Assist patrons with online resource use
- Plans and implements programming, events, classes, and activities as needed

Requirements for position:

- Bachelor's degree or experience commensurate with the position
- Ability to obtain Oklahoma Department of Libraries certification within two years
- Aptitude for working with the public
- Self-directed and able to learn new processes quickly
- Skill in application and interpretation of library policies and procedures
- Strong communication and public relation skills, both oral and written
- Must be able to maintain a cheerful demeanor under pressure
- High clerical aptitude, detail oriented and excellent keyboard skills
- In-depth knowledge of basic computer programs and the internet
- Excellent grammar and telephone manners
- Strong organizational and problem solving skills

Librarian II - Youth Services Librarian

Overview

Description:

A full-time, non-exempt position requiring a wide familiarity with library procedures and the library collection, especially the children and teen collections. Must have skills to organize and conduct children and teen services, including programs, in a professional manner.

Examples of work performed:

- With the Collection Development Librarian, selects and deselects materials for the Youth Services Department
- Plans and conducts early literacy classes such as storytime
- Plans and conducts age appropriate programs, events, classes, and activities for children and teens
- Plans and conducts age appropriate summer reading programs, events, classes, and activities for children and teens
- Provides readers advisory services
- Provides outreach services to the community
- Supervises part-time Library Assistant staff assigned to Youth Services area
- Maintains order in the department
- Helps patrons find information in person, on the telephone, and via email
- Helps patrons locate materials in the department or library
- Assists patrons with computers in the department
- Instructs patrons in basic library use
- Enforces library policies
- Attends professional meetings and training workshops
- Keeps abreast of professional developments
- Keeps departmental records and statistics
- Develops departmental goals and helps implement them
- Creates promotional material as needed

Requirements for position:

- Bachelor's degree or experience commensurate with the position
- Ability to obtain Oklahoma Department of Libraries certification within two years
- Aptitude for working with the public, especially children, teens, and their caregivers
- In-depth knowledge of children's and teen's literature and an interest in a variety of subjects
- Self-directed and able to learn new processes quickly
- Skill in application and interpretation of library policies and procedures
- Strong communication and public relation skills, both oral and written
- Ability to maintain a cheerful demeanor under pressure
- In-depth knowledge of basic computer programs and the internet
- Excellent grammar and telephone manners
- Strong organizational and problem solving skills

Library Assistant

Overview

Description:

A part-time position assisting in all aspects of library service to the public. A Library Assistant may be asked to specialize in a particular area of Library service such as Youth Services, Adult Services, Computer Lab, Genealogy and Local History, etc. but will be expected to be able to assist in all areas of the Library.

Examples of work performed:

- Checks materials in and out
- Shelves books
- Assists in the processing of materials
- Handles patron account transactions
- Assists patrons with general, directional, and reference questions
- Assists patrons with general computer questions
- Assists with programming, events, classes, and activities as needed
- Assists full-time staff as needed

Requirements for position:

- High school diploma or equivalent or ability to obtain diploma or equivalent within 2 years
- Self-directed and able to learn new processes quickly
- Good communication skills, both spoken and written
- Must be able to maintain a cheerful demeanor under pressure
- Working knowledge of basic computer programs and the internet
- Good grammar and telephone manners
- Excellent customer service skills
- Strong organizational and problem solving skills



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Inside Account Executive

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 Pryor, OK 74361
 United States
 Phone: (918) 825-0777
 Fax:
 Email: reratc@pryorlibrary.org

Ronald Santana
 SHI International Corp P.O. Box 952121
 Dallas, TX 75395-2121
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2 HP P224 - LED monitor - 21.5" (21.5" viewable) - 1920 x 1080 Full HD (1080p) - VA - 250 cd/m - 2000:1 - 5 ms - HDMI, VGA, DisplayPort - black HP, Inc. - Part#: 5QG34A8#ABA	9	\$107.01	\$963.09
3 HP 250 G7 - Core i5 8265U / 1.6 GHz - Win 10 Pro 64-bit - 8 GB RAM - 256 GB SSD NVMe - 15.6" 1366 x 768 (HD) - UHD Graphics 620 - Wi-Fi, Bluetooth - dark ash silver - kbd: US HP, Inc. - Part#: 5YN09UT#ABA	1	\$661.83	\$661.83
		Subtotal	\$6,753.66
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Intel i5-8600T
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