

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, SEPTEMBER 14TH, 2021
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: Briana Brakefield, Choya Shropshire, Yolanda Thompson, Randy Chitwood (alt.)

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:30 p.m. by Briana Brakefield. Members present: Briana Brakefield, Choya Shropshire 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, Park Board Superintendent Frank Powell and Kemmie Shropshire.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE AUGUST 10TH, 2021 REGULAR MEETING.

Motion was made by Shropshire, second by Thompson to approve the minutes of the August 10th, 2021 regular meeting. All voted yes.

3. PETITIONS FROM THE AUDIENCE.

There were no petitions.

4. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that taxes continue to be steady. He annualized them as: Sales Tax - \$10,083,617.00, Use Tax - \$827,434.00, and Tobacco Tax - \$88,972.00, for a total of \$11,023,000.00. He realizes that it is still early in the year, so these are not the expected numbers for year-end, but we will continue to monitor them.

b. Review of Financial Status.

No report.

Brakefield moved to Item 16.

16. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION AMENDING THE 2021-2022 STREET BUDGET PURSUANT TO COUNCIL ACTION, ITEM 6.H. ON SEPTEMBER 7TH, 2021 ADJUSTING LINE ITEM #14-145-5410 FROM \$691,779.00 TO \$733,123.00 AND CHANGING THE STREET BUDGET TOTAL TO \$2,540,672.69.

Motion was made by Thompson, second by Shropshire to recommend Council action amending the 2021-2022 Street Budget pursuant to Council action, item 6.h. on September 7th, 2021 adjusting line item #14-145-5410 from \$691,779.00 to \$733,123.00 and changing the Street Budget total to \$2,540,672.69. All voted yes.

Brakefield moved back to Item 5.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$40,075.00 TO SUPERIOR AUTO GROUP FOR THE PURCHASE OF A 2021 CHEVY TAHOE SSV-4WD FOR THE PRYOR CREEK POLICE DEPARTMENT, FROM PROPERTY DAMAGE ACCOUNT #96-965-5560 (BALANCE AS OF JUNE 30TH, 2021,

\$50,808.03). THIS IS THE ONLY POLICE TAHOE THAT HAS BEEN LOCATED; ORDERING FOR 2022 TAHOES HAS ALREADY BEEN CLOSED. MARK ALLEN CHEVROLET HAS A 4WD CIVILIAN MODEL FOR \$55,600.00 AND JIM NORTON CHEVROLET HAS A 2WD CIVILIAN MODEL FOR \$50,000.00.

Motion was made by Shropshire, second by Thompson to recommend Council action regarding an expenditure in the amount of \$40,075.00 to Superior Auto Group for the purchase of a 2021 Chevy Tahoe SSV-4WD for the Pryor Creek Police Department, from Property Damage Account #96-965-5560 (balance as of June 30th, 2021, \$50,808.03). This is the only Police Tahoe that has been located; ordering for 2022 Tahoes has already been closed. Mark Allen Chevrolet has a 4WD civilian model for \$55,600.00 and Jim Norton Chevrolet has a 2WD civilian model for \$50,000.00.

Nichols stated that the department has an aging fleet. This vehicle will replace a 2014 model that will be rolled down in the fleet. The new vehicle will be for administrative use. All voted yes.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF DON FRALEY FROM LABORER - RANGE A, STEP 2 (ANNUAL WAGE - \$30,516.00) TO A OPERATOR - RANGE D, STEP 2 (ANNUAL WAGE - \$36,157.00), EFFECTIVE 10/02/21.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding promotion of Don Fraley from Laborer - Range A, Step 2 (annual wage - \$30,516.00) to A Operator - Range D, Step 2 (annual wage - \$36,157.00), effective 10/02/21. All voted yes.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PURCHASE OF A 2022 JOHN DEERE GATOR XUV865M FROM DEERE & COMPANY AT STATE BID PRICE OF \$18,359.18, WHICH INCLUDES TRADE-IN CREDIT OF \$1,700.00, FROM CEMETERY CAPITAL OUTLAY ACCOUNT #44-445-5413.

Motion was made by Shropshire, second by Thompson to recommend Council action regarding purchase of a 2022 John Deere Gator XUV865M from Deere & Company at State bid price of \$18,359.18, which includes trade-in credit of \$1,700.00, from Cemetery Capital Outlay Account #44-445-5413.

Powell stated that this equipment will replace a 12-year-old model that would cost \$1,500.00 to repair. All voted yes.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PURCHASE OF A JOHN DEERE Z997R DIESEL NA MOWER FROM DEERE & COMPANY AT STATE BID PRICE OF \$19,728.38, WHICH INCLUDES TRADE-IN CREDIT OF \$750.00, FROM CEMETERY CAPITAL OUTLAY ACCOUNT #44-445-5413.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding purchase of a John Deere Z997R Diesel NA mower from Deere & Company at State bid price of \$19,728.38, which includes trade-in credit of \$750.00, from Cemetery Capital Outlay Account #44-445-5413.

Powell explained that this equipment would cost \$3,000.00 to repair, because the rear end is going out in it. All voted yes.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PURCHASE OF A 2022 JOHN DEERE GATOR XUV865M FROM DEERE & COMPANY AT STATE BID PRICE OF \$17,609.18, WHICH INCLUDES TRADE-IN CREDIT OF \$2,450.00, FROM PARKS CAPITAL OUTLAY ACCOUNT #44-445-5415.

Motion was made by Shropshire, second by Thompson to recommend Council action regarding purchase of a 2022 John Deere Gator XUV865M from Deere & Company at State bid price of \$17,609.18, which includes trade-in credit of \$2,450.00, from Parks Capital Outlay Account #44-445-5415. All voted yes.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$47,270.00 TO MERRITT TENNIS & TRACK SYSTEMS FOR REPAIR AND RESURFACING OF FOUR (4) COURTS AT THE PRYOR CREEK WHITAKER PARK FROM PARKS CAPITAL OUTLAY ACCOUNT #44-445-5415.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding an expenditure in the amount of \$47,270.00 to Merritt Tennis & Track Systems for repair and resurfacing of four (4) courts at the Pryor Creek Whitaker Park from Parks Capital Outlay Account #44-445-5415.

Powell explained that John Henzel has done the courts for years, but due to a number of issues, he chose not to bid on our project this time. Henzel could have done all eight courts for this price. Merritt is the only other company in the state that does this work. Thompson suggested that we reach out to the school district and see if they would be willing to assist with the cost to do more courts. Mayor stated he will be happy to help in reaching out to them. All voted yes.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HOTEL / MOTEL FINAL EXPENSE REPORT FROM PRYOR AREA CHAMBER OF COMMERCE FOR THE 2020 CHRISTMAS PARADE OF LIGHTS, IN THE AMOUNT OF \$1,532.95 FROM ACCOUNT #75-755-5092.

Motion was made by Shropshire, second by Thompson to recommend Council action regarding Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce for the 2020 Christmas Parade of Lights, in the amount of \$1,532.95 from Account #75-755-5092. All voted yes.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HOTEL / MOTEL TAX ALLOCATION FOR THE 2021-2022 FISCAL YEAR.

A. PRYOR AREA CHAMBER OF COMMERCE – 40% - \$43,737.40

B. PRYOR PUBLIC SCHOOLS – 20% - \$21,868.70

C. PRYOR MAIN STREET – 10% - \$10,934.35

Motion was made by Thompson, second by Shropshire to recommend Council action regarding Hotel / Motel Tax Allocation for the 2021-2022 fiscal year.

a. Pryor Area Chamber of Commerce – 40% - \$43,737.40

b. Pryor Public Schools – 20% - \$21,868.70

c. Pryor Main Street – 10% - \$10,934.35

All voted yes.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT APPLICATION FOR PRYOR PATCHERS QUILT GUILD QUILT SHOW SEPTEMBER 17TH – 18TH, 2021, IN THE AMOUNT OF \$3,000.00 (SPECIFICALLY TOWARD MAYES COUNTY FAIRGROUND RENTAL, JUDGE FEES, SUPPLIES AND RENTALS).

Motion was made by Shropshire, second by Thompson to recommend Council action to approve Hotel / Motel Tax Grant Application for Pryor Patchers Quilt Guild Quilt Show September 17th – 18th, 2021, in the amount of \$3,000.00 (specifically toward Mayes County Fairground rental, judge fees, supplies and rentals). All voted yes.

14. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT APPLICATION FOR PRYOR AREA ARTS AND HUMANITIES NORTHEAST OKLAHOMA AREA ARTISTS SHOW OCTOBER 8TH – 16TH, 2021, IN THE AMOUNT OF \$2,000.00.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve Hotel / Motel Tax Grant Application for Pryor Area Arts and Humanities Northeast Oklahoma Area Artists Show October 8th – 16th, 2021, in the amount of \$2,000.00. All voted yes.

15. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT APPLICATION FOR PRYOR AREA CHAMBER OF COMMERCE 2021 CHRISTMAS PARADE OF LIGHTS ON DECEMBER 2ND, 2021, IN THE AMOUNT OF \$2,425.00 (SPECIFICALLY TOWARD SOUND SYSTEM RENTAL, DINNER FOR FLOAT JUDGES AND ALL-DAY VOLUNTEERS, PLAQUES FOR COMMERCIAL ENTRIES, GRAND MARSHAL, TELEVISION PERSONALITIES).

Motion was made by Shropshire, second by Thompson to recommend Council action to approve Hotel / Motel Tax Grant Application for Pryor Area Chamber of Commerce 2021 Christmas Parade of Lights on December 2nd, 2021, in the amount of \$2,425.00 (specifically toward sound system rental, dinner for float judges and all-day volunteers, plaques for commercial entries, grand marshal, television personalities). All voted yes.

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

There was no unforeseeable business.

18. ADJOURN.

Motion was made by Thompson, second by Shropshire to adjourn at 6:03 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	\$ 763,166.19				
February	\$ 705,422.56	\$ 747,343.85	\$ 784,577.85				
March	\$ 692,054.30	\$ 673,114.50	\$ 758,530.01				
April	\$ 707,734.29	\$ 769,552.84	\$ 805,283.96				
May	\$ 716,194.09	\$ 830,287.14	\$ 888,357.25				
June	\$ 778,619.10	\$ 931,868.08	\$ 871,739.01				
July	\$ 762,210.98	\$ 883,069.62	\$ 858,434.01				
August	\$ 772,969.72	\$ 874,325.09	\$ 815,988.59				
September	\$ 797,162.40	\$ 778,537.41	\$ 846,481.64				
October	\$ 791,341.32	\$ 743,529.37	\$ 836,959.44				
November	\$ 729,869.64	\$ 761,329.87					
December	\$ 752,605.85	\$ 793,356.56					
Total	\$8,958,004.36	\$ 9,536,370.18	\$ 8,229,517.95	\$ -	\$ -	\$ -	\$ -

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	\$ 858,434.01				
August	\$ 772,969.72	\$ 874,325.09	\$ 815,988.59				
September	\$ 797,162.40	\$ 778,537.41	\$ 846,481.64				
October	\$ 791,341.32	\$ 743,529.37	\$ 836,959.44				
November	\$ 729,869.64	\$ 761,329.87					
December	\$ 752,605.85	\$ 793,356.56					
January	\$ 750,055.85	\$ 763,166.19					
February	\$ 747,343.85	\$ 784,577.85					
March	\$ 673,114.50	\$ 758,530.01					
April	\$ 769,552.84	\$ 805,283.96					
May	\$ 830,287.14	\$ 888,357.25					
June	\$ 931,868.08	\$ 871,739.01					
Total	\$ 9,308,382.17	\$ 9,705,802.19	\$ 3,357,863.68	\$ -	\$ -	\$ -	\$ -



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

[Archived Data](#) [Print](#)

Year	<input type="text" value="2021"/>	▼
Month	<input type="text" value="10. October"/>	▼
Entity	<input type="text" value="4909 - Pryor"/>	

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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	08-Oct-2021	840,691.33	0.00	0.00	4,134.76	402.87	836,959.44
			840,691.33	0.00	0.00	4,134.76	402.87	836,959.44

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	\$ 47,239.19				
February	\$ 75,691.84	\$ 116,848.79	\$ 101,872.56				
March	\$ 82,273.50	\$ 93,213.07	\$ 70,027.53				
April	\$ 149,970.94	\$ 101,408.96	\$ 51,642.76				
May	\$ 102,655.42	\$ 81,120.35	\$ 95,247.85				
June	\$ 97,779.29	\$ 85,146.64	\$ 173,325.88				
July	\$ 139,814.46	\$ 72,780.21	\$ 68,145.11				
August	\$ 139,921.75	\$ 20,686.72	\$ 69,921.89				
September	\$ 46,037.38	\$ 61,303.56	\$ 68,791.50				
October	\$ 73,880.30	\$ 87,415.09	\$ 116,979.12				
November	\$ 109,959.30	\$ 85,479.26					
December	\$ 73,391.80	\$ 115,292.71					
Total	\$ 1,159,901.34	\$ 1,049,062.01	\$ 863,193.39	\$ -	\$ -	\$ -	\$ -

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	\$ 68,145.11				
August	\$ 139,921.75	\$ 20,686.72	\$ 69,921.89				
September	\$ 46,037.38	\$ 61,303.56	\$ 68,791.50				
October	\$ 73,880.30	\$ 87,415.09	\$ 116,979.12				
November	\$ 109,959.30	\$ 85,479.26					
December	\$ 73,391.80	\$ 115,292.71					
January	\$ 128,366.65	\$ 47,239.19					
February	\$ 116,848.79	\$ 101,872.56					
March	\$ 93,213.07	\$ 70,027.53					
April	\$ 101,408.96	\$ 51,642.76					
May	\$ 81,120.35	\$ 95,247.85					
June	\$ 85,146.64	\$ 173,325.88					
Total	\$ 1,189,109.45	\$ 982,313.32	\$ 323,837.62	\$ -	\$ -	\$ -	\$ -

OKLAHOMA TAX COMMISSION



City Use Tax Deposit Letter

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City Use 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.
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Enter Search Parameters

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Year	<input type="text" value="2021"/>
Month	<input type="text" value="10. October"/>
Entity	<input type="text" value="4909 - Pryor"/>

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City Use Tax Deposit Letter

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Copo	City	Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
4909	Pryor	08-Oct-2021	117,506.55	0.00	0.00	587.53	60.10	116,979.12
			117,506.55	0.00	0.00	587.53	60.10	116,979.12

Data is updated each business day

TOBACCO Tax Totals

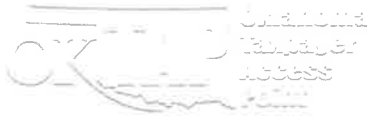
City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 7,183.48	\$ 6,797.30	\$ 8,038.11				
February	\$ 4,392.65	\$ 6,340.63	\$ 5,785.89				
March	\$ 5,212.38	\$ 5,556.34	\$ 5,509.70				
April	\$ 7,092.57	\$ 9,111.80	\$ 7,684.27				
May	\$ 6,997.49	\$ 6,594.97	\$ 8,952.43				
June	\$ 7,394.72	\$ 8,343.59	\$ 7,525.81				
July	\$ 7,651.74	\$ 9,952.29	\$ 7,053.48				
August	\$ 7,002.62	\$ 8,432.39	\$ 7,836.26				
September	\$ 7,626.68	\$ 8,131.46	\$ 7,353.37				
October	\$ 6,979.41	\$ 7,502.43	\$ 6,453.01				
November	\$ 7,031.16	\$ 7,192.36					
December	\$ 6,403.07	\$ 7,910.53					
Total	\$ 80,967.97	\$ 91,866.09	\$ 72,192.33	\$ -	\$ -	\$ -	\$ -

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	\$ 7,053.48				
August	\$ 7,002.62	\$ 8,432.39	\$ 7,836.26				
September	\$ 7,626.68	\$ 8,131.46	\$ 7,353.37				
October	\$ 6,979.41	\$ 7,502.43	\$ 6,453.01				
November	\$ 7,031.16	\$ 7,192.36					
December	\$ 6,403.07	\$ 7,910.53					
January	\$ 6,797.30	\$ 8,038.11					
February	\$ 6,340.63	\$ 5,785.89					
March	\$ 5,556.34	\$ 5,509.90					
April	\$ 9,111.80	\$ 7,684.27					
May	\$ 6,594.97	\$ 8,952.43					
June	\$ 8,343.59	\$ 7,525.81					
Total	\$ 85,439.31	\$ 92,615.87	\$ 28,696.12	\$ -	\$ -	\$ -	\$ -

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

[Archived Data](#) [Print](#)

Year	<input type="text" value="2021"/>	▼
Month	<input type="text" value="10. October"/>	▼
Entity	<input type="text" value="4909 - Pryor"/>	<input type="checkbox"/>

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Cigarette/Tobacco Tax Deposit Letter

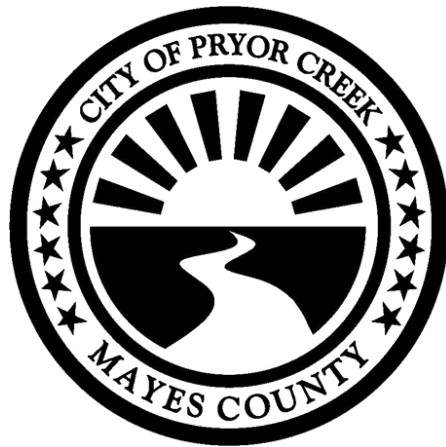
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Copo	City/County	Effective Date	Cigarette	Tobacco	Total
4909	Pryor	11-Oct-2021	4,569.94	1,883.07	6,453.01
			4,569.94	1,883.07	6,453.01

Data is updated each business day

CITY OF PRYOR CREEK

Harassment Policy



SEPTEMBER 1, 2021
CITY OF PRYOR CREEK

Revised September 28th, 2021

Harassment

Commented [SP1]: Same as FMLA – I would make this a separate policy that the employee has to sign for.

The City is committed to establishing a professional and congenial work environment and will take reasonable steps to insure that the work environment is pleasant for all who work here. All employees are expected to treat others with courtesy, consideration and professionalism. The City will not tolerate the harassment of any employee or any member of the public by any other employee, supervisor or customer. Employees may not use epithets, slurs or other terms or language designed to threaten, insult, intimidate or show hostility to another. Employees are prohibited from posting or circulating in the workplace any written or graphic materials or other objects that attack, defame, belittle, degrade or show hostility or aversion to any person or group of people. In addition, harassment for any discriminatory reason, such as race, color, sex, sexual orientation, gender identity, gender, national origin, disability, age, religion, or veteran status is prohibited not only by State and Federal laws but also by the policies of the City. The City prohibits not only unlawful harassment but other types of unprofessional and discourteous conduct. Accordingly, derogatory, racial, ethnic, religious, age, gender, sexual orientation, sexual or other inappropriate remarks, slurs, "jokes," written material or actions will not be tolerated in the workplace.

Sexual harassment is a violation of Section 703, Title VII of the Civil Rights Act of 1964. Sexual harassment is defined as unwelcome sexual conduct that is a term or condition of employment. It consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests, or conduct affects a benefit such as terms or conditions of employment or is used as a basis for an employment decision; or when such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work by creating an intimidating, hostile, humiliating, or offensive work environment.

Harassment may take many forms, subtle and indirect, or blatant and overt. It may be conducted toward an individual of the opposite sex or the same sex. It may occur between peers or between supervisor and subordinate. It may be aimed at coercing an individual to participate in an unwanted sexual relationship and/or it may have the effect of causing an individual to change behavior or work performance. It may consist of repeated actions or arise from a single incident. Determining what constitutes harassment depends on many factors and will require investigation to the specific facts of the incidents.

Supervisors are responsible for maintaining a discrimination-free work environment and are strictly prohibited from engaging in conduct, implying or allowing conduct that is discriminatory. Supervisory personnel will receive periodic training on harassment issues, investigative procedures, and complaints of harassment. Investigative procedures will be directed by the Department Head, Mayor, and reviewed by the City Attorney.

An individual who perceives that they are being harassed should make it known to the offender that the activities are unwelcome and request that the actions cease immediately. Reporting the

incident is not required; however, if reported, the facts should be documented with a copy provided to the Mayor (Complaint Form).

Recipients of harassment may file a formal complaint without regard to the normal chain of command. The complaining party may go directly to the Department Head, Mayor, or City Attorney. Strict regard to confidentiality of the complaint must be observed in any complaint and/or investigation to the extent allowed and required by law.

The Mayor is the Compliance Officer for the City of Pryor Creek and as such has the authority to investigate and resolve all complaints of harassment. In appropriate cases, professional investigators may be engaged to perform the investigation of complaints of harassment. Investigations will be conducted under the direction of the City Attorney's Office, conducted in a confidential manner, with the investigative reports provided to the Attorney for his/her files. Subsequent action deemed appropriate based on the facts of the investigation will be as directed by the Mayor.

The City of Pryor Creek will not tolerate retaliation against an individual who, in good faith, reports or provides information in an investigation about behavior that may violate this policy. Acts of retaliation against an individual should be reported immediately to the Mayor. All complaints of harassment will be reported immediately, investigated in an expeditious and confidential manner, and corrective action, if required, will be completed as soon as possible. All employees are subject to this policy and are expected to conduct themselves in a manner that would preclude harassment of any nature. Any conduct contrary to this policy will result in immediate disciplinary action, which may include termination of employment.

COMPLAINT FORM

Name of complainant: _____

Position with the City: _____

Name and position of person allegedly violating City policies, including any claims of discrimination and/or harassment: _____

Date and place of occurrence: _____

Description of the event giving rise to the Complaint (Please use additional sheets as needed):

Name, address, position of any potential witnesses to the events: _____

Date: _____

Signature of Employee: _____

Date: _____

Signature of Employer: _____

(Received by Employer)

(Manager, Supervisor, Director, etc.)

Distribution of Harassment Policy Manual

Name of Employee: _____

Employee Start Date: _____

_____ (employee name) acknowledges receipt of City of Pryor Creek Harassment Policy Manual and responsibility for reading information therein.

Signature of Employee

Date

Witness in City Clerk's Office

Date

Chapter 1: Structure of the Human Resource Program

1-1: Purpose

The Mayor and Council of the City of Pryor Creek determine the policies which will govern the operations of the City. Since the City Charter is the organic law of the City of Pryor Creek that may only be changed by a vote of the citizens of Pryor Creek, nothing in this manual may be counter to the City Charter. The City Charter takes precedence over any portions of this manual that may be in conflict with the City Charter.

The rules and regulations contained herein are set forth to establish sound and consistent employment practices, which will add to the efficiency and economy of the City while providing an equitable base from which to promote merit and standardize and equate compensation.

The City of Pryor Creek is considered an "Employment-At-Will" employer (see Chapter 6-5 and Chapter 18).

Policies and procedures are not intended to be inflexible. Therefore, it is expected that amendments and revisions will be made whenever they are necessary to ensure more effective administration (see Chapter 1-7).

The City of Pryor Creek, in compliance with all applicable Federal and State laws and regulations, does not discriminate in employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information in the recruiting, hiring, training, and promotion of all positions within the City. Further, the City will not tolerate harassment by managers, coworkers, or others in the workplace because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information. City management is committed to equal treatment of all employees, including equal treatment in compensation, benefits, transfers, tuition assistance, demotions, terminations, layoffs, and recalls.

The City of Pryor Creek complies with the Americans with Disability Act (ADA). It is the City's policy not to discriminate against qualified individuals who have disabilities. The City also makes every effort to provide reasonable accommodations to qualified applicants and employees with disabilities as required by law.

Equal employment opportunity notices are posted as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any employee believes he or she has been discriminated against. Employees may file a discrimination complaint by contacting any of the following:

Executive Coordinator Oklahoma District Attorneys Council 421 N.W. 13th Street, Suite 290
Oklahoma City, OK 73103
Phone: 405-264-5000
Fax: 405-264-5099

United States Department of Justice, Office of Justice Programs,
Office for Civil Rights
810 Seventh Street NW, Washington, DC 20531,
Phone: 202-307-0690

<https://www.ojp.gov/program/civil-rights/overview>

Complaints must be filed within 180 days or one year from the date of the alleged discrimination, depending on the federal civil rights law that is involved.

Oklahoma Office of the Attorney General

Office of Civil Rights Enforcement (OCRE), 313 N.E. 21st Street, Oklahoma City, OK 73105

Phone: 405-521-3441

<https://www.oag.ok.gov/civil-rights-enforcement>

CITY OF PRYOR CREEK, OKLAHOMA
BUDGET AND PERSONNEL
SCHEDULE OF REGULAR MEETINGS FOR
2022

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE PRYOR CREEK ***BUDGET AND PERSONNEL COMMITTEE*** WILL MEET IN REGULAR SESSION AT 5:30 P.M. ON THE SECOND TUESDAY OF EACH MONTH, EXCEPT AS OTHERWISE NOTED BELOW*. MEETINGS WILL BE HELD IN THE COUNCIL CHAMBER UPSTAIRS AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND AND PARTICIPATE SHOULD CALL 918-825-0888 AT LEAST 24 HOURS PRIOR TO THE MEETING.

MEETINGS WILL BE HELD AT 5:30 P.M. ON:

January 11, 2022
February 8, 2022
March 8, 2022
April 12, 2022
May 10, 2022
June 14, 2022

July 12, 2022
August 9, 2022
September 13, 2022
October 11, 2022
November 8, 2022
December 13, 2022

FILED AND POSTED ON THE BULLETIN BOARD ON THE FIRST FLOOR LOBBY AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA THIS ____ DAY OF DECEMBER 2021.

Eva Smith, City Clerk