

**MINUTES  
BUDGET AND PERSONNEL  
REGULAR MEETING  
TUESDAY, JULY 12<sup>TH</sup>, 2022  
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, Lori Siever, 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 Lori Siever. Members absent: none.

Others present: Mayor Larry Lees, City Clerk Eva Smith, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Police Captain Kevin Tramel, Police Sergeant Dustin Van Horn, Fire Chief BK Young, Library Director Cari Rerat, Recreation Director Jessica Long, Golf Superintendent Dennis Bowman, City Accountant Jeff Kolker, Recreation Board Chairman Houston Brittain, Sertoma Club representatives Jody Webb and Jim Dooley, PIP reporter Tim Lawson.

**2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JUNE 14<sup>TH</sup>, 2022, REGULAR MEETING.**

Motion was made by Shropshire, second by Siever to approve the minutes of the June 14<sup>th</sup>, 2022 regular meeting. All voted yes.

**3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JUNE 30<sup>TH</sup>, 2022, SPECIAL MEETING.**

Motion was made by Siever, second by Shropshire to approve the minutes of the June 30<sup>th</sup>, 2022, special meeting. All voted yes.

**4. PETITIONS FROM THE AUDIENCE.**

There were no petitions.

**5. MAYOR'S REPORT.**

**a. Tax Reports.**

Mayor stated that the total of sales, use and tobacco tax combined is \$11,544,233.46. It is up 7% from this time last year.

**b. Review of Financial Status.**

We have a healthy financial status. Bond funds continue to come in, even more so than anticipated because the sales tax is up.

**c. General Fund Budget Review.**

Mayor talked through all the general fund budgets. He stated that Police is the largest, and the largest part of it is salaries. He confirmed that 90% of the funds can and must be budgeted each year. He talked through the budget scenarios provided by Jeff Kolker. He pointed out that the new Unallocated Reserve amount is \$319,896.93.

Mayor showed them the salary worksheets from the general fund and pointed out that salaries come to \$7,800,000.00, which includes the proposed new positions in Community Development, Police and Fire.

He noted that he lowered the amount in #5091 from \$200,000.00 to \$100,000.00. Item #5075 was increased to \$169,000.00, due to the \$84,000.00 approved to be paid to Paddock for pool design. Mayor also answered questions of the committee.

**6. DISCUSSION AND POSSIBLE ACTION REGARDING AN AMENDMENT OF BUDGET / PERSONNEL ACTION, AGENDA ITEM 3, FROM THE JUNE 30<sup>TH</sup>, 2022 SPECIAL MEETING, FUND #201, FOR THE 2022-2023 FISCAL YEAR.**

Motion was made by Shropshire, second by Siever to approve an amendment of Budget / Personnel action, Agenda Item 3, from the June 30<sup>th</sup>, 2022 Special Meeting, Fund #201, for the 2022-2023 fiscal year. All voted yes.

**7. UNFORESEEABLE BUSINESS.** (Any matter not reasonably foreseen prior to posting agenda.)  
There was no unforeseeable business.

**8. ADJOURN.**

Motion was made by Siever, second by Shropshire to adjourn at 6:15 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	\$ 858,330.73			
February	\$ 705,422.56	\$ 747,343.85	\$ 784,577.85	\$ 965,223.87			
March	\$ 692,054.30	\$ 673,114.50	\$ 758,530.01	\$ 739,268.97			
April	\$ 707,734.29	\$ 769,552.84	\$ 805,283.96	\$ 888,320.02			
May	\$ 716,194.09	\$ 830,287.14	\$ 888,357.25	\$ 961,420.02			
June	\$ 778,619.10	\$ 931,868.08	\$ 871,739.01	\$ 844,161.50			
July	\$ 762,210.98	\$ 883,069.62	\$ 858,434.01	\$ 829,117.54			
August	\$ 772,969.72	\$ 874,325.09	\$ 815,988.59	\$ 864,954.15			
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	\$ 857,087.62				
December	\$ 752,605.85	\$ 793,356.56	\$ 828,875.55				
<b>Total</b>	<b>\$8,958,004.36</b>	<b>\$ 9,536,370.18</b>	<b>\$ 9,915,481.12</b>	<b>\$ 6,950,796.80</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 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	\$ 829,117.54			
August	\$ 772,969.72	\$ 874,325.09	\$ 815,988.59	\$ 864,954.15			
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	\$ 857,087.62				
December	\$ 752,605.85	\$ 793,356.56	\$ 828,875.55				
January	\$ 750,055.85	\$ 763,166.19	\$ 858,330.73				
February	\$ 747,343.85	\$ 784,577.85	\$ 965,223.87				
March	\$ 673,114.50	\$ 758,530.01	\$ 739,268.97				
April	\$ 769,552.84	\$ 805,283.96	\$ 888,320.02				
May	\$ 830,287.14	\$ 888,357.25	\$ 961,420.02				
June	\$ 931,868.08	\$ 871,739.01	\$ 844,161.50				
<b>Total</b>	<b>\$ 9,308,382.17</b>	<b>\$ 9,705,802.19</b>	<b>\$ 10,300,551.96</b>	<b>\$ 1,694,071.69</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



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### City Sales Tax Deposit Letter

- Choose a year and month, and click 'Search'.
- Results include all counties. To display a single county, enter the county.
- The past 3 years of data is available for searching, For data older than 3 years view [Archived Data](#).

**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.**

Year

Month

Entity

Search

Export

Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
08-Aug-2022	868,793.73	0.00	0.00	4,343.97	504.39	864,954.15
	868,793.73	0.00	0.00	4,343.97	504.39	864,954.15

Data is updated each business day



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# 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	\$ 163,297.12			
February	\$ 75,691.84	\$ 116,848.79	\$ 101,872.56	\$ 159,740.83			
March	\$ 82,273.50	\$ 93,213.07	\$ 70,027.53	\$ 112,038.64			
April	\$ 149,970.94	\$ 101,408.96	\$ 51,642.76	\$ 70,017.53			
May	\$ 102,655.42	\$ 81,120.35	\$ 95,247.85	\$ 76,112.48			
June	\$ 97,779.29	\$ 85,146.64	\$ 173,325.88	\$ 101,915.75			
July	\$ 139,814.46	\$ 72,780.21	\$ 68,145.11	\$ 110,868.18			
August	\$ 139,921.75	\$ 20,686.72	\$ 69,921.89	\$ 58,688.91			
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	\$ 76,090.86				
December	\$ 73,391.80	\$ 115,292.71	\$ 78,048.71				
<b>Total</b>	<b>\$ 1,159,901.34</b>	<b>\$ 1,049,062.01</b>	<b>\$ 1,017,332.96</b>	<b>\$ 852,679.44</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 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	\$ 110,868.18			
August	\$ 139,921.75	\$ 20,686.72	\$ 69,921.89	\$ 58,688.91			
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	\$ 76,090.86				
December	\$ 73,391.80	\$ 115,292.71	\$ 78,048.71				
January	\$ 128,366.65	\$ 47,239.19	\$ 163,297.12				
February	\$ 116,848.79	\$ 101,872.56	\$ 159,740.83				
March	\$ 93,213.07	\$ 70,027.53	\$ 112,038.64				
April	\$ 101,408.96	\$ 51,642.76	\$ 70,017.53				
May	\$ 81,120.35	\$ 95,247.85	\$ 76,112.48				
June	\$ 85,146.64	\$ 173,325.88	\$ 101,915.75				
<b>Total</b>	<b>\$ 1,189,109.45</b>	<b>\$ 982,313.32</b>	<b>\$ 1,161,099.54</b>	<b>\$ 169,557.09</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





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### City Use Tax Deposit Letter

- Choose a year and month, and click 'Search'.
- 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, view [Archived Data](#)

**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.**

Year

Month

Entity

Search

Export

Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
08-Aug-2022	58,946.95	0.00	0.00	294.73	36.69	58,688.91
	58,946.95	0.00	0.00	294.73	36.69	58,688.91

Data is updated each business day



Tax Commission

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# 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	\$ 7,739.58			
February	\$ 4,392.65	\$ 6,340.63	\$ 5,785.89	\$ 4,945.37			
March	\$ 5,212.38	\$ 5,556.34	\$ 5,509.70	\$ 6,260.76			
April	\$ 7,092.57	\$ 9,111.80	\$ 7,684.27	\$ 5,753.23			
May	\$ 6,997.49	\$ 6,594.97	\$ 8,952.43	\$ 7,694.95			
June	\$ 7,394.72	\$ 8,343.59	\$ 7,525.81	\$ 7,196.86			
July	\$ 7,651.74	\$ 9,952.29	\$ 7,053.48	\$ 6,551.62			
August	\$ 7,002.62	\$ 8,432.39	\$ 7,836.26	\$ 4,491.53			
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	\$ 7,400.29				
December	\$ 6,403.07	\$ 7,910.53	\$ 6,894.86				
<b>Total</b>	<b>\$ 80,967.97</b>	<b>\$ 91,866.09</b>	<b>\$ 86,487.48</b>	<b>\$ 50,633.90</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 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	\$ 6,551.62			
August	\$ 7,002.62	\$ 8,432.39	\$ 7,836.26	\$ 4,491.53			
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	\$ 7,400.29				
December	\$ 6,403.07	\$ 7,910.53	\$ 6,894.86				
January	\$ 6,797.30	\$ 8,038.11	\$ 7,739.58				
February	\$ 6,340.63	\$ 5,785.89	\$ 4,945.37				
March	\$ 5,556.34	\$ 5,509.70	\$ 6,260.76				
April	\$ 9,111.80	\$ 7,684.27	\$ 5,753.23				
May	\$ 6,594.97	\$ 8,952.43	\$ 7,694.95				
June	\$ 8,343.59	\$ 7,525.81	\$ 7,196.86				
<b>Total</b>	<b>\$ 85,439.31</b>	<b>\$ 92,615.87</b>	<b>\$ 82,582.02</b>	<b>\$ 11,043.15</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



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### Year-To-Date Tobacco/Cig Tax

- Choose a year and month, and click 'Search'.
- 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 view [Archived Data](#).

Fiscal Year 2023

Entity 4909 - Pryc

Search

Export

aug 2022



Co <sub>p</sub> Description	Distribution Date	Amount
4909		
Pryor	10-Aug-2022	4,491.53
		4,491.53

Data is updated each business day





## 13-8: Leave Sharing Program

There is hereby created the City of Pryor Creek Employee Leave Sharing Program. The purpose of the leave sharing program is to permit City employees to donate vacation or sick leave to a fellow City employee who is suffering from or has an immediate family member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition, which has caused or is likely to cause this employee to terminate employment.

- A. As used in this section:
  - a. Immediate family member shall be limited to the spouse, child, and parent of the employee.
  - b. "Severe" or "Extraordinary" means serious, extreme, or life threatening; and
  - c. "City employee" means a permanent employee with over one (1) year continuous service with the City.
- B. An employee may be eligible to receive shared leave pursuant to the following conditions:
  - a. The Mayor determines that the employee meets the criteria described in this section; and
  - b. The employee has abided by City policies regarding the use of sick leave.
- C. An employee may donate vacation or sick leave to another employee only pursuant to the following conditions:
  - a. The receiving employee has exhausted all vacation leave, sick leave, and holidays due to an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature and involves the employee or immediate family member.
  - b. The condition is likely to cause termination of the employee; and
  - c. The Mayor permits the leave to be shared with an eligible employee.

The donating employee may donate any amount of vacation or sick leave provided the donation does not cause the balance of the donating employee to fall below forty (40) hours.
- D. The Mayor shall determine the amount of donation leave an employee may receive and may only authorize an employee to use up to a maximum of forty (40) hours annually. Any amount requested greater than forty (40) hours will require Council approval on an emergency basis only.
- E. The Mayor shall require the employee to submit, prior to the approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
- F. Any donated leave may only be used by the recipient for the purposes specified in this section.
- G. All forms of paid leave available for use by the recipient must be used prior to using shared leave.
- H. Any shared leave not used by the recipient during each occurrence, as determined by the Mayor, shall be forfeited.

Commented [SP1]: Is this per year or forever?

- I. All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave for purposes of the leave sharing program.
- J. The receiving employee will not accrue vacation or sick leave while on donated leave time.