

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, JUNE 13, 2023
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, Dennis Nance, Charles Tramel, Travis Mileur

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:30 p.m. by Choya Shropshire. Members present: Choya Shropshire, Dennis Nance, Charles Tramel, and Travis Mileur. Members absent: none.

Others present: Terry Aylward, Kevin Tramel, Buddy Glenn and Autumn Graybill.

2. DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATIONS FOR CHAIRMAN OF BUDGET AND PERSONNEL COMMITTEE.

Motion was made by Nance, second by Tramel to nominate Choya Shropshire as Chairman of the Budget and Personnel Committee. Voting yes: Nance, Mileur, Tramel. Abstaining, counting as a no vote: Shropshire. Voting no: none.

3. DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATIONS FOR ALTERNATE OF BUDGET AND PERSONNEL COMMITTEE.

Motion was made by Nance, second by Tramel to nominate Travis Mileur as Alternate of the Budget and Personnel Committee. Voting yes: Mileur, Shropshire, Tramel, and Nance. Voting no: none.

4. PETITIONS FROM THE AUDIENCE.

There were none.

5. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE MAY 9th, 2023, REGULAR MEETING.

Motion was made by Nance, second by Tramel to approve the minutes of the May 9th, 2023, regular meeting. Voting yes: Shropshire. Abstaining, counting as a no vote: Tramel and Nance. Voting no: none.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PURCHASE OF LINELAZER STRIPING MACHINE FOR THE PRYOR CREEK STREET DEPARTMENT IN THE 2023-2024 BUDGET.

Motion was made by Nance, second by Tramel to recommend Council action regarding purchase of Linelazer Striping Machine for the Pryor Creek Street Department in the 2023-2024 Budget. Voting yes: Nance, Shropshire, and Tramel. Voting no: none.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING A PIPEHUNTER 7724 TRAILER JET SPRAYER FOR THE PRYOR CREEK STREET DEPARTMENT IN THE 2023-2024 BUDGET.

Motion was made by Nance, second by Tramel to recommend Council action regarding a Pipehunter 7724 Trailer Jet Sprayer for the Pryor Creek Street Department in the 2023-2024 Budget. Voting yes: Shropshire, Tramel, Nance. Voting no: none.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN ADDITION OF A FULL-TIME EMPLOYEE FOR THE PRYOR CREEK STREET DEPARTMENT IN THE 2023-2024 BUDGET.

Motion was made by Nance, second by Tramel to recommend Council action regarding an addition of a full-time employee for the Pryor Creek Street Department in the 2023-2024 Budget. Voting yes: Tramel, Nance, Shropshire. Voting no: none.

9. MAYOR'S REPORT:

a. Tax Reports.

Shropshire read the Sales, Use and Tobacco Tax reports.

b. Review of Financial Status.

No report.

c. General Fund Budget Review.


No report.

10. UNFORESEEABLE BUSINESS.

There were none.

11. ADJOURN.

Motion was made by Nance, second by Tramel to adjourn at 6:00 p.m. Voting yes: Nance, Shropshire and Tramel. Voting no: none.



Caselle® Software & Services Proposal

City of Pryor Creek, OK

June 22, 2023

(Valid for 90 days)

From:

Farrah Brown, Customer Relationship Manager
fkb@caselle.com

Caselle[®] Software & Services Proposal
City of Pryor Creek, OK
June 22, 2023

Proposal Summary

Total Software License	\$16,400
Special Consideration Discount	<2,080>
	<hr/>
Net Software License	\$14,320
Total Training	4,100
Total Setup	2,500
	<hr/>
Total Investment	\$20,920
	<hr/> <hr/>

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Monthly Software Assurance will increase \$711.

I have read and agree to all terms & conditions proposed herein. I understand if the City of Pryor Creek is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Caselle® Software & Services Proposal
 City of Pryor Creek, OK
 June 22, 2023

Proposal Detail

<i>Caselle®</i> Application Software	License Fees	Training	Setup	Total
GL Investment Management	\$2,200	\$550	-	2,750
Accounts Receivable	5,500	550	\$500	6,550
Cemetery Management	2,700	Included	-	2,700
Caselle Document Management	-	3,000	2,000	5,000
Zonal OCR	-	-	-	-
Three (3) Additional Concurrent User Licenses (10 Total)	6,000	-	-	6,000
Sub Total	\$16,400	\$4,100	\$2,500	\$23,000
Special Consideration Discount	(2,080)	-	-	(2,080)
Grand Total	\$14,320	\$4,100	\$2,500	\$20,920

Notes:

1. Training will take place online.
2. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.
3. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.

Accounts Receivable Setup

- Set up the appropriate billing categories and penalty rates.
- Format standard reports for reporting and balancing of customer accounts.
- Format one of each of the following: statements, invoices, and delinquent notices.
- Create a Checklist to document Accounts Receivable procedures.
- Additional form layouts for statements, invoices, and delinquent notices will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.





Caselle® Software & Services Proposal

City of Pryor Creek, OK

July 3, 2023
(Valid for 90 days)

From:

Farrah Brown, Customer Relationship Manager
fkb@caselle.com



Caselle® Software & Services Proposal
City of Pryor Creek, OK
July 3, 2023

Proposal Summary

Total Software License	\$0
Total Training	3,000
Total Setup	2,000
Total Investment	\$5,000

Monthly Software Assurance will increase by \$700.

I have read and agree to all terms & conditions proposed herein.

Signature

Printed Name & Title

Date

Caselle[®] Software & Services Proposal
City of Pryor Creek, OK
July 3, 2023

Proposal Detail

<i>Caselle</i> [®] Application Software	License Fees	Training	Setup	Total
Caselle Document Management	-	\$3,000	\$2,000	\$5,000
Zonal OCR	-	-	-	-
Grand Total	-	\$3,000	\$2,000	\$5,000

Notes:

1. The training will take place online.
2. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month). Seven (7) Concurrent User Licenses, seven (7) Advanced Workflow Licenses and the Caselle Integration. Zonal OCR is included.

Sales Tax Totals

City of Puyor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 751,820.11	\$ 750,055.85	\$ 763,166.19	\$ 858,330.73	\$ 878,922.33		
February	\$ 705,422.56	\$ 747,343.85	\$ 784,577.85	\$ 965,223.87	\$ 870,243.28		
March	\$ 692,054.30	\$ 673,114.50	\$ 758,530.01	\$ 739,268.97	\$ 761,804.55		
April	\$ 707,734.29	\$ 769,552.84	\$ 805,283.96	\$ 888,320.02	\$ 860,505.22		
May	\$ 716,194.09	\$ 830,287.14	\$ 888,357.25	\$ 961,420.02	\$ 893,277.72		
June	\$ 778,619.10	\$ 931,868.08	\$ 871,739.01	\$ 844,161.50	\$ 889,018.00		
July	\$ 762,210.98	\$ 883,069.62	\$ 858,434.01	\$ 829,117.54	\$ 957,034.17		
August	\$ 772,969.72	\$ 874,325.09	\$ 815,988.59	\$ 864,954.15			
September	\$ 797,162.40	\$ 778,537.41	\$ 846,481.64	\$ 892,231.76			
October	\$ 791,341.32	\$ 743,529.37	\$ 836,959.44	\$ 871,433.02			
November	\$ 729,869.64	\$ 761,329.87	\$ 857,087.62	\$ 880,402.84			
December	\$ 729,869.64	\$ 761,329.87	\$ 857,087.62	\$ 880,402.84			
Total	\$ 8,958,004.3	\$ 9,536,370.1	\$ 9,915,481.12	\$ 10,433,423.4	\$ 6,110,805.2	\$ -	\$ -

FISCAL YEAR

	FY	FY	FY	FY	FY	FY	FY
July	\$ 762,210.98	\$ 883,069.62	\$ 858,434.01	\$ 829,117.54	\$ 957,034.17		
August	\$ 772,969.72	\$ 874,325.09	\$ 815,988.59	\$ 864,954.15			
September	\$ 797,162.40	\$ 778,537.41	\$ 846,481.64	\$ 892,231.76			
October	\$ 791,341.32	\$ 743,529.37	\$ 836,959.44	\$ 871,433.02			
November	\$ 729,869.64	\$ 761,329.87	\$ 857,087.62	\$ 880,402.84			
December	\$ 752,605.85	\$ 793,356.56	\$ 828,875.55	\$ 838,559.55			
January	\$ 750,055.85	\$ 763,166.19	\$ 858,330.73	\$ 878,922.23			
February	\$ 747,343.85	\$ 784,577.85	\$ 965,223.87	\$ 870,243.28			
March	\$ 673,114.50	\$ 758,530.01	\$ 739,268.97	\$ 761,804.55			
April	\$ 769,552.84	\$ 805,283.96	\$ 888,320.02	\$ 860,505.22			
May	\$ 830,287.14	\$ 888,357.25	\$ 961,420.02	\$ 893,277.72			
June	\$ 931,868.08	\$ 871,739.01	\$ 844,161.50	\$ 889,018.00			
Total	\$ 9,308,382.1	\$ 9,705,802.1	\$ 10,300,551.4	\$ 10,330,469.4	\$ 957,034.17	\$ -	\$ -

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	\$ 87,984.16		
February	\$ 75,691.84	\$ 116,848.79	\$ 101,872.56	\$ 159,740.83	\$ 92,908.68		
March	\$ 82,273.50	\$ 93,213.07	\$ 70,027.53	\$ 112,038.64	\$ 71,504.18		
April	\$ 149,970.94	\$ 101,408.96	\$ 51,642.76	\$ 70,017.53	\$ 77,257.33		
May	\$ 102,655.42	\$ 81,120.35	\$ 95,247.85	\$ 76,112.48	\$ 95,980.06		
June	\$ 97,779.29	\$ 85,146.64	\$ 173,325.88	\$ 101,915.75	\$ 91,161.69		
July	\$ 139,814.46	\$ 72,780.21	\$ 68,145.11	\$ 110,868.18	\$ 88,248.72		
August	\$ 139,921.75	\$ 20,686.72	\$ 69,921.89	\$ 58,688.91			
September	\$ 46,037.38	\$ 61,303.56	\$ 68,791.50	\$ 87,511.99			
October	\$ 73,880.30	\$ 87,415.09	\$ 116,979.12	\$ 67,324.75			
November	\$ 109,959.30	\$ 85,479.26	\$ 76,090.86	\$ 84,759.18			
December	\$ 73,391.80	\$ 115,292.71	\$ 78,048.71	\$ 140,512.94			
Total	\$ 1,159,901.3	\$ 1,049,062.0	\$ 1,017,332.9	\$ 1,232,788.3	\$ 605,044.82	\$ -	\$ -

FISCAL YEAR

	FY	FY	FY	FY	FY	FY	FY
July	\$ 139,814.46	\$ 72,780.21	\$ 68,145.11	\$ 110,868.18	\$ 88,248.72		
August	\$ 139,921.75	\$ 20,686.72	\$ 69,921.89	\$ 58,688.91			
September	\$ 46,037.38	\$ 61,303.56	\$ 68,791.50	\$ 87,511.99			
October	\$ 73,880.30	\$ 87,415.09	\$ 116,979.12	\$ 67,324.75			
November	\$ 109,959.30	\$ 85,479.26	\$ 76,090.86	\$ 84,759.18			
December	\$ 73,391.80	\$ 115,292.71	\$ 78,048.71	\$ 140,512.94			
January	\$ 128,366.65	\$ 47,239.19	\$ 163,297.12	\$ 87,984.16			
February	\$ 116,848.79	\$ 101,872.56	\$ 159,740.83	\$ 92,908.68			
March	\$ 93,213.07	\$ 70,027.53	\$ 112,038.64	\$ 71,504.18			
April	\$ 101,408.96	\$ 51,642.76	\$ 70,017.53	\$ 77,257.33			
May	\$ 81,120.35	\$ 95,247.85	\$ 76,112.48	\$ 95,980.06			
June	\$ 85,146.64	\$ 173,325.88	\$ 101,915.75	\$ 91,161.69			
Total	\$ 1,189,109.41	\$ 982,313.32	\$ 1,161,099.5	\$ 1,066,462.0	\$ 88,248.72	\$ -	\$ -



< Home

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
10-Jul-2023	88,586.37	0.00	0.00	442.93	105.28	88,248.72
	88,586.37	0.00	0.00	442.93	105.28	88,248.72

Data is updated each business day



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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 2023

Month 07. July

Entity 4909 - Pryor

Search

Export

Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
10-Jul-2023	960,762.78	0.00	0.00	4,803.81	1,075.20	957,034.17
	960,762.78	0.00	0.00	4,803.81	1,075.20	957,034.17

Data is updated each business day



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