

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, JULY 14TH, 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: 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, Assistant Police Chief James Willyard, Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Street Superintendent Buddy Glenn, Library Director Cari Rerat, Recreation Center Assistant Director Jerome Hopkins, Library Board Chairman Jeanette Anderson, Recreation Center Board Chairman Houston Brittain, Jessica Long, Steve Wyneken, Kimmie Shropshire and Terry Aylward.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JUNE 9TH, 2020 REGULAR MEETING.

Motion was made by Shropshire, second by Thompson to approve the minutes of the June 9th, 2020 regular meeting. All voted yes.

3. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that the tax reports for July totaled \$965,802.12. At fiscal year-end, the total was \$10,582,930.93.

b. Review of Financial Status.

At fiscal year-end, the City was in good shape, with some departments substantially in the black.

c. Updated Report on 2020-2021 Budget.

Mayor provided the Budget worksheet to the Committee members for their review. He stated that the budget is still a work in progress. When asked, he verified that he is requesting doubling of longevity city-wide.

Mayor also provided copies of the financial statements to show revenues vs. expenses by department for fiscal year-end.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PROMOTION OF JOHN TROUT FROM B OPERATOR (RANGE C, STEP 2) TO A OPERATOR (RANGE D, STEP 2) AT THE PRYOR CREEK STREET DEPARTMENT, EFFECTIVE NOVEMBER 26TH, 2020, WHICH IS HIS TWO-YEAR ANNIVERSARY.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding promotion of John Trout from B Operator (Range C, Step 2) to A Operator (Range D, Step 2) at the Pryor Creek Street Department, effective November 26th, 2020, which is his two-year anniversary. All voted yes.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING EXPENDITURE IN THE AMOUNT OF \$98,044.00 TO PREMIER TRUCK GROUP TULSA AT STATE CONTRACT

PRICE FOR THE PURCHASE OF A 2021 FREIGHTLINER 25,500 GVW M2-106 W/10' DUMP BED FOR THE PRYOR CREEK STREET DEPARTMENT FROM STREET CAPITAL OUTLAY ACCOUNT #14-145-5411.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve expenditure in the amount of \$98,044.00 to Premier Truck Group Tulsa at State contract price for the purchase of a 2021 Freightliner 25,500 GVW M2-106 W/10' Dump Bed for the Pryor Creek Street Department from Street Capital Outlay Account #14-145-5411. Glenn stated that this includes trade-in of the two old dump trucks. All voted yes.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$6,868.56 TO DELL TECHNOLOGIES FOR COMPUTER MOUNT PACKAGES FOR THE PRYOR CREEK POLICE DEPARTMENT FROM ACCOUNT #44-445-5424.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve an expenditure in the amount of \$6,868.56 to Dell Technologies for computer mount packages for the Pryor Creek Police Department from Account #44-445-5424. Assistant Chief Willyard stated that Dell holds the State contract price for this equipment, so no quotes were sought. All voted yes.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$19,008.27 TO DELL TECHNOLOGIES FOR THIRTY-ONE (31) HAVIS DELL DS-DELL 412 DOCKING STATIONS FOR THE POLICE DEPARTMENT. THESE DOCKING STATIONS ARE FOR THE LAPTOPS THAT WERE PURCHASED THROUGH THE DISTRICT ATTORNEY'S COUNCIL COVID GRANT. FROM ACCOUNT #44-445-5424.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve an expenditure in the amount of \$19,008.27 to Dell Technologies for Thirty-one (31) Havis Dell DS-Dell 412 Docking Stations for the Police Department. These docking stations are for the laptops that were purchased through the District Attorney's Council COVID Grant. From Account #44-445-5424. Assistant Chief Willyard stated again that this is State contract price, so no quotes were sought. All voted yes.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF REVISED JOB DESCRIPTIONS FOR THE THOMAS J. HARRISON PRYOR PUBLIC LIBRARY.

Motion was made by Thompson, second by Shropshire to recommend Council action to approve revised job descriptions for the Thomas J. Harrison Pryor Public Library. All voted yes.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF RECLASSIFICATION OF R. SCOTT MCCALL FROM LIBRARIAN 1 (RANGE B, STEP 1) TO LIBRARIAN 2 (RANGE C, STEP 2) EFFECTIVE AUGUST 3, 2020 IN LIGHT OF HIS ADDITIONAL RESPONSIBILITIES AS COLLECTION DEVELOPMENT & SYSTEMS LIBRARIAN.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve reclassification of R. Scott McCall from Librarian 1 (Range B, Step 1) to Librarian 2 (Range C, Step 2) effective August 3, 2020 in light of his additional responsibilities as Collection Development & Systems Librarian. Rerat explained that one person will be leaving soon, and this change will assist in redistributing job roles effectively. All voted yes.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$6,753.66 FROM SHI INTERNATIONAL CORPORATION FOR NEW COMPUTERS, MONITORS, AND A LAPTOP FROM LIBRARY STATE AID ACCOUNT #92-925-5233.

THE TOTAL QUOTE BREAKS DOWN AS FOLLOWS:

- **\$5,128.74 FOR NINE HP PRODESK 600 G4 MINI DESKTOP COMPUTERS (OTHER BIDS RECEIVED: AMAZON.COM \$5,391; WALMART.COM \$6,299.91)**
- **\$963.09 FOR NINE HP P224 LED MONITORS (OTHER BIDS RECEIVED: AMAZON.COM \$1,034.91.00; WALMART.COM \$1,034.91)**
- **\$661.83 TO SHI FOR AN HP 250 G7 LAPTOP (OTHER BIDS RECEIVED WALMART.COM \$683.35; NEWEGG.COM \$679.00)**

Motion was made by Thompson, second by Shropshire to recommend Council action to approve an expenditure in the amount of \$6,753.66 from SHI International Corporation for new computers, monitors, and a laptop from Library State Aid Account #92-925-5233.

The total quote breaks down as follows:

- \$5,128.74 for nine HP ProDesk 600 G4 mini desktop computers (other bids received: Amazon.com \$5,391.00; Walmart.com \$6,299.91)
- \$963.09 for nine HP P224 LED monitors (other bids received: Amazon.com \$1,034.91; Walmart.com \$1,034.91)
- \$661.83 to SHI for an HP 250 G7 laptop (other bids received: Walmart.com \$683.35; Newegg.com \$679.00)

All voted yes.

11. DISCUSS, POSSIBLY RECOMMEND TO THE COUNCIL FURTHER ACTION TO BE TAKEN BY THE COUNCIL REGARDING FILLING THE POSITION OF PRYOR CREEK RECREATION CENTER DIRECTOR. PRYOR CREEK RECREATION CENTER BOARD MEETING SCHEDULED FOR MONDAY, JULY 13, 2020 CONTAINS AN AGENDA ITEM REGARDING THE FILLING OF SAID POSITION. IN THE EVENT RECOMMENDATION TO FILL THE POSITION IS MADE BY THE REC CENTER BOARD, THIS ITEM SHOULD BE ADDRESSED BY THE BUDGET/PERSONNEL COMMITTEE.

Motion was made by Shropshire, second by Thompson to recommend Council action to approve hiring Jessica Long to fill the position of Pryor Creek Recreation Center Director at Range G, Step 2 (annual wage - \$55,550.00) upon recommendation by the Rec Center Board Monday, July 13, 2020. Ms. Long spoke to her qualifications. All voted yes.

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

There was no unforeseeable business.

13. ADJOURN.

Motion was made by Thompson, second by Shropshire to adjourn at 5:56 p.m. All voted yes.