

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, JULY 13TH, 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, City Clerk Eva Smith, Assistant Police Chief James Willyard, Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Golf Superintendent Dennis Bowman, Park Superintendent Frank Powell, Street Superintendent Buddy Glenn, Recreation Center Director Jessica Long, City Accountant Jeff Kolker, Library Board Chairman Jeanette Anderson and Terry Aylward.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JUNE 8TH, 2021 REGULAR MEETING.

Motion was made by Shropshire, second by Thompson to approve the minutes of the June 8th, 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 the total of Use and Tobacco taxes for this last year averaged \$898,000.00 per month. With the addition of Sales tax, we averaged \$10,780,731.00, which is up approximately \$397,000.00 over the 2019-2020 fiscal year.

b. Review of Financial Status.

Mayor stated that even though our tax numbers were up a little bit, we can consider those numbers flat over the last two years.

5. DISCUSSION AND POSSIBLE ACTION REGARDING UPDATING THE WORDING OF ATTACHMENT 7: SEPARATION REPORT IN THE PERSONNEL POLICY MANUAL.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding updating the wording of Attachment 7: Separation Report in the Personnel Policy Manual. All voted yes.

6. DISCUSSION AND POSSIBLE ACTION REGARDING UPDATING THE WORDING OF SECTION 12-8: BEREAVEMENT LEAVE IN THE PERSONNEL POLICY MANUAL.

Motion was made by Shropshire, second by Thompson to recommend Council action regarding updating the wording of Section 12-8: Bereavement Leave in the Personnel Policy Manual. All voted yes.

7. DISCUSSION AND POSSIBLE ACTION REGARDING UPDATING THE WORDING OF SECTION 22-3: GROUP HEALTH, DENTAL AND LIFE INSURANCE PLANS IN THE PERSONNEL POLICY MANUAL.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding updating the wording of Section 22-3: Group Health, Dental and Life Insurance Plans in the Personnel Policy Manual. All voted yes.

8. BUDGET PRESENTATION BY CITY ACCOUNTANT JEFF KOLKER.

No action. Kolker stated that the budget is not final, but at this time it appears we will have \$9,474,046.00 available. The 10% reserve is figured into this amount. At this point, the budget is at approximately \$9,155,000.00. That may change some as he finds that items have been paid or are still outstanding. Once the bank accounts have been reconciled and June completely closed out, we will have a more accurate number.

As far as last year's revenue over expenses, we were approximately \$200,000.00 short, which was taken from reserves. Although we have these reserves, we cannot do this forever.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK GENERAL FUND BUDGET (FUND #02).

Motion was made by Shropshire, second by Thompson to table and discuss the 2021-2022 City of Pryor Creek General Fund Budget (Fund #02). Mayor pointed out that there is a 3% COLA built into the new budget for all departments, as well as a few range changes. He also stated that we should receive approximately \$5,000,000.00 into the general fund over the course of the fiscal year.

When asked about the amount of \$500,000.00 in line item 5091, General Repair & Maintenance, Mayor stated that he has included this in case the Castle Theater and Park Pool are approved for renovation.

When asked about the Flexible Spending Account line item, Mayor explained how this will work. He stated that money will go back into this fund, but we have to pay it up front, in order for the employees to be able to access their monies.

All voted yes.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK STREET BUDGET (FUND #14).

Motion was made by Thompson, second by Shropshire to table and discuss the 2021-2022 City of Pryor Creek Street Budget (Fund #14). Mayor stated that Steve Powell is working on some estimates for street projects. He spoke to the proposed projects listed under the Street Asphalt Overlay line item #5410 in the amount of \$691,779.00. This amount includes drainage projects, as well as a proposed public/private partnership with a developer for new streets. Mayor stated that \$1.7 million of this budget will come from sales tax and the rest will come from reserves.

All voted yes.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK CEMETERY CARE FUND BUDGET (FUND #19).

Motion was made by Shropshire, second by Thompson to table and discuss the 2021-2022 City of Pryor Creek Cemetery Care Fund Budget (Fund #19). There were no questions or concerns. All voted yes.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK GOLF FUND BUDGET (FUND #41).

Motion was made by Thompson, second by Shropshire to table and discuss the 2021-2022 City of Pryor Creek Golf Fund Budget (Fund #41). Mayor pointed out that this new budget is coming in less than last year's budget. Right now, this fund has an equity of approximately \$79,000.00. All voted yes.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK CAPITAL OUTLAY FUND BUDGET (FUND #44).

Motion was made by Shropshire, second by Thompson to table and discuss the 2021-2022 City of Pryor Creek Capital Outlay Fund Budget (Fund #44). Mayor stated that this fund will bring in approximately \$600,000.00 over the course of the year. This fund is used specifically for equipment. All voted yes.

14. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK REAL PROPERTY ACQUISITION RESERVE FUND BUDGET (FUND #46).

Motion was made by Thompson, second by Shropshire to table and discuss the 2021-2022 City of Pryor Creek Real Property Acquisition Reserve Fund Budget (Fund #46). There were no questions or concerns. All voted yes.

15. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK RECREATION CENTER FUND BUDGET (FUND #84).

Motion was made by Shropshire, second by Thompson to table and discuss the 2021-2022 City of Pryor Creek Recreation Center Fund Budget (Fund #84). Mayor stated that sales tax revenue for this account will be approximately \$660,000.00, and they may very well have just as much come in from revenues. When asked about the outdoor fitness court, Long stated that she is still working on getting sponsors. All voted yes.

16. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK PUBLIC WORKS AUTHORITY FUND BUDGET (FUND #88).

Motion was made by Shropshire, second by Thompson to table and discuss the 2021-2022 City of Pryor Creek Public Works Authority Fund Budget (Fund #88). There were no questions or concerns. All voted yes.

17. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK E-911 FUND BUDGET (FUND #91).

Motion was made by Thompson, second by Shropshire to table and discuss the 2021-2022 City of Pryor Creek E-911 Fund Budget (Fund #91). Mayor reminded the Committee that this fund is no longer able to self-sustain, so there is a line item in the General Fund Budget, #02-201-5280, that supplements this account in the amount of \$11,000.00. All voted yes.

18. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2021-2022 CITY OF PRYOR CREEK COVID REIMBURSEMENT FUND (FUND #05).

Motion was made by Thompson, second by Shropshire to table and discuss the 2021-2022 City of Pryor Creek COVID Reimbursement Fund (Fund #05). Mayor stated that the Salt Branch Creek Phases 1 and 2 have been approved to be paid from the remainder of these funds. He stated that the balance shown is not yet accurate. The fund shows a balance of \$580,000.00, but Mayor's figures show the balance to be closer to \$390,000.00. It will be reconciled soon. All voted yes.

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

There was no unforeseeable business.

20. ADJOURN.

Motion was made by Thompson, second by Shropshire to adjourn at 6:21 p.m. All voted yes.