

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, OCTOBER 12TH, 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, Animal Control Officer Becki Sams-Benham, Terry Aylward and Kemmie Shropshire.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE SEPTEMBER 14TH, 2021 REGULAR MEETING.

Motion was made by Shropshire, second by Thompson to approve the minutes of the September 14th, 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 strong. He annualized all three tax reports, which total: \$11,131,000.00. He recognizes that we are only four months in the new year and we should not hang our hat on that, but he hopes it will stay strong like that. Use tax was up considerably this month, as there is a great deal of building taking place around town. Shropshire asked how much tax revenue the dispensaries are providing. Mayor stated that it is approximately 8% - 10%.

b. Review of Financial Status.

Mayor handed out the Combined Cash Investment Report to the committee for reference. He directed them to page 4. Insurance amounts appear to be out of balance, but that is because the amounts have not yet been divided into the different departments. He also pointed out that, with 25% of the year having lapsed, each department has spent less than 25% of their budgets. He directed them to page 13, which is the COVID fund account. This fund will pay for the Salt Branch Phase 1 project that goes to Council for approval next week.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CHANGES TO THE HARASSMENT POLICY OF THE CITY OF PRYOR CREEK PERSONNEL MANUAL, AS REQUIRED FOR THE VAWA GRANT.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding changes to the Harassment Policy of the City of Pryor Creek Personnel Manual, as required for the VAWA Grant. All voted yes.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF 2022 BUDGET / PERSONNEL MEETING SCHEDULE.

Motion was made by Shropshire, second by Thompson to recommend Council action regarding approval of 2022 Budget / Personnel Meeting Schedule. All voted yes.

- 7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING FILLING VACANT DISPATCH POSITION AT THE PRYOR CREEK POLICE DEPARTMENT, RANGE R, STEP 1 (ANNUAL WAGE - \$33,510.00). THIS POSITION WAS BUDGETED IN THE 21-22 BUDGET.**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding filling vacant dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00). This position was budgeted in the 21-22 budget. All voted yes.

- 8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING FILLING VACANT DISPATCH POSITION AT THE PRYOR CREEK POLICE DEPARTMENT, RANGE R, STEP 2 (ANNUAL WAGE - \$36,158.00). THIS APPLICANT IS OLETS CERTIFIED AND HAS BEEN A DISPATCHER SINCE 2019. THIS POSITION WAS BUDGETED IN THE 21-22 BUDGET.**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding filling vacant dispatch position at the Pryor Creek Police Department, Range R, Step 2 (annual wage - \$36,158.00). This applicant is OLETS certified and has been a dispatcher since 2019. This position was budgeted in the 21-22 budget. All voted yes.

- 9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING FILLING VACANT PATROL POSITION AT THE PRYOR CREEK POLICE DEPARTMENT. THIS POSITION WAS BUDGETED IN THE 21-22 BUDGET.**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding filling vacant patrol position at the Pryor Creek Police Department. This position was budgeted in the 21-22 budget.

Shropshire and Thompson then amended their motion and second to include Range J, Step 1 (annual wage - \$37,843.00). All voted yes.

- 10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING FILLING VACANT PATROL POSITION AT THE PRYOR CREEK POLICE DEPARTMENT AT RANGE J, STEP 2 (ANNUAL WAGE - \$43,561.00). THIS OFFICER HAS BEEN CLEET CERTIFIED FOR OVER 2 YEARS. THIS POSITION WAS BUDGETED IN THE 21-22 BUDGET.**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding filling vacant patrol position at the Pryor Creek Police Department at Range J, Step 2 (annual wage - \$43,561.00). This officer has been CLEET certified for over 2 years. This position was budgeted in the 21-22 budget. All voted yes.

- 11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING LEASE PURCHASE OF SIX (6) FORD POLICE INTERCEPTORS FOR THE PRYOR CREEK POLICE DEPARTMENT.**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding lease purchase of six (6) Ford Police Interceptors for the Pryor Creek Police Department.

Willyard explained that they paid off the first lease purchase early, in order to save money on interest. They now only have the one that began in 2022. He handed out a list of the vehicles that need to be surplus or used for pool cars. There are two different lease purchase amounts to be considered. If Budget and Council choose to get cars without all their equipment, the amount will be \$237,148.80. For this amount, Bank of Commerce has offered an interest rate of 1.75%, Arvest offered 2.31%, RCB offered 2.20% and Yorktown offered 3%. If Budget and Council choose to include equipment, the lease purchase amount will be \$309,148.80. For this amount, Bank of Commerce still offered 1.75%, Arvest still offered

2.31%, RCB offered 1.95% and Yorktown still offered 3%. The department is requesting the \$309,148.80, which will make payments \$6,676.72 per month, for which they have budgeted. All voted yes.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF THE ADDITIONAL LEASE PURCHASE THAT HAS BEEN APPROVED FOR THE PURCHASE OF TOWER AND RADIO EQUIPMENT FOR THE POLICE / FIRE EMERGENCY SERVICES CENTER.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding approval of the additional lease purchase that has been approved for the purchase of Tower and radio equipment for the Police / Fire Emergency Services Center.

Willyard stated that more information will be available about the cost of this equipment within the next three weeks, so he would be fine with tabling this until the next Budget meeting.

Thompson and Shropshire then amended their motion and second to table until the next Budget / Personnel Committee meeting in November. All voted yes.

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

There was no unforeseeable business.

14. ADJOURN.

Motion was made by Thompson, second by Shropshire to adjourn at 6:05 p.m. All voted yes.