

**MINUTES  
BUDGET AND PERSONNEL  
REGULAR MEETING  
TUESDAY, FEBRUARY 8<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 Choya Shropshire. Members present: Choya Shropshire, Lori Siever and Randy Chitwood. Members absent: Briana Brakefield.

Others present: Mayor Lees, City Clerk Eva Smith, City Accountant Jeff Kolker, Police Chief Dennis Nichols, Police Captain Kevin Tramel, Police Officer Dustin Van Horn, Fire Chief BK Young, Terry Aylward and Kemmie Shropshire.

**2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JANUARY 11<sup>TH</sup>, 2022, REGULAR MEETING.**

Motion was made by Chitwood, second by Siever to approve the minutes of the January 11<sup>th</sup>, 2022 regular meeting. Voting yes: Shropshire and Chitwood. Abstaining, counting as a no vote: Siever. Voting no: none.

**3. PETITIONS FROM THE AUDIENCE.**

There were no petitions.

**4. MAYOR'S REPORT.**

**a. Tax Reports.**

Mayor annualized the Sales and Use taxes for a total of \$11,502,588.00. He reported that the Sales Tax was the highest we have ever received, at \$965,223.87. Use Tax was also quite healthy at \$159,740.83.

**b. Review of Financial Status.**

Mayor stated that most of the departmental budgets are under their expenses based on the percentage of the year.

**5. MID-YEAR BUDGET REVIEW BY JEFF KOLKER.**

City Accountant, Jeff Kolker, provided a document showing the mid-year budget numbers. He pointed out that these are true mid-year numbers, so this only reflects the budget through December 31<sup>st</sup>, 2021. He stated that expenditures have exceeded revenues by approximately \$150,000.00. He recommended they take these numbers with a grain of salt, since January and February were record sales-tax income months, and if the trend continues, we could have approximately \$3 million in reserve by fiscal year-end. He stressed that we will need to keep a close watch on our spending for the rest of the fiscal year.

Mayor took a moment to point out that this review only covers the General Fund. It does not include the other budgets.

**6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL FINAL EXPENSE REPORT FOR PRYOR AREA CHAMBER OF COMMERCE / PRYOR PATCHERS QUILT GUILD QUILT SHOW SEPTEMBER 17<sup>TH</sup> - 18<sup>TH</sup>, 2021, IN THE AMOUNT OF \$3,000.00.**

Motion was made by Chitwood, second by Siever to recommend Council action to approve Hotel / Motel Final Expense Report for Pryor Area Chamber of Commerce / Pryor Patchers Quilt Guild Quilt Show September 17<sup>th</sup> – 18<sup>th</sup>, 2021, in the amount of \$3,000.00. Voting yes: Siever, Chitwood, Shropshire. Voting no: none.

**7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL FINAL EXPENSE REPORT FOR PRYOR AREA ARTS AND HUMANITIES NORTHEAST OKLAHOMA AREA ARTISTS SHOW OCTOBER 8<sup>TH</sup> – 16<sup>TH</sup>, 2021, IN THE AMOUNT OF \$2,000.00.**

Motion was made by Chitwood, second by Siever to recommend Council action to approve Hotel / Motel Final Expense Report for Pryor Area Arts and Humanities Northeast Oklahoma Area Artists Show October 8<sup>th</sup> – 16<sup>th</sup>, 2021, in the amount of \$2,000.00. Voting yes: Chitwood, Shropshire, Siever. Voting no: none.

**8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL FINAL EXPENSE REPORT FOR PRYOR AREA CHAMBER OF COMMERCE 2021 CHRISTMAS PARADE OF LIGHTS ON DECEMBER 2<sup>ND</sup>, 2021, IN THE AMOUNT OF \$2,425.00.**

Motion was made by Chitwood, second by Siever to recommend Council action to approve Hotel / Motel Final Expense Report for Pryor Area Chamber of Commerce 2021 Christmas Parade of Lights on December 2<sup>nd</sup>, 2021, in the amount of \$2,425.00. Voting yes: Shropshire, Siever, Chitwood. Voting no: none.

**9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ADOPTING A WORKPLACE WELLNESS POLICY, REQUIRED FOR A PENDING TSET GRANT.**

Motion was made by Chitwood, second by Siever to recommend Council action regarding adopting a Workplace Wellness Policy, required for a pending TSET Grant. Voting yes: Siever, Chitwood, Shropshire. Voting no: none.

**10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ADOPTING A PRYOR CITY TOBACCO POLICY, REQUIRED FOR A PENDING TSET GRANT.**

Motion was made by Chitwood, second by Siever to recommend Council action regarding adopting a Pryor City Tobacco Policy, required for a pending TSET Grant. Voting yes: Chitwood, Shropshire, Siever. Voting no: none.

**11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING BEGINNING TESTING PROCESS TO HIRE A FIREFIGHTER TO REPLACE KENNETH COOPER, UPON HIS RETIREMENT.**

Motion was made by Chitwood, second by Siever to recommend Council action regarding beginning testing process to hire a firefighter to replace Kenneth Cooper, upon his retirement.

Chief Young stated that this is a budgeted position, but he wanted to make them aware of it. One shift is operating short one man until they fill this position. Voting yes: Shropshire, Siever, Chitwood. Voting no: none.

**12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$4,726.00 TO FIREPROGRAMS FOR UPDATED FIRE REPORTING SYSTEM FROM FIRE REPAIR & MAINTENANCE ACCOUNT #02-217-5091.**

Motion was made by Chitwood, second by Siever to recommend Council action regarding an expenditure in the amount of \$4,726.00 to FirePrograms for updated fire reporting system from Fire Repair & Maintenance Account #02-217-5091.

Young stated there may be an annual fee, as well, but it will be nominal and will depend on how much reporting is needed. Voting yes: Siever, Chitwood, Shropshire. Voting no: none.

**13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$7,540.00 AT STATE SOURCEWELL CONTRACT PRICE FROM LAKELAND OFFICE SYSTEMS FOR NEW SHARP MX-4071 PRINTER/SCANNER/COPIER/FAX FOR THE CITY CLERK'S OFFICE FROM CLERK SUPPLIES – OFFICE ACCOUNT #02-201-5031.**

Motion was made by Chitwood, second by Siever to recommend Council action regarding an expenditure in the amount of \$7,540.00 at State Sourcewell Contract price from Lakeland Office Systems for new Sharp MX-4071 Printer/Scanner/Copier/Fax for the City Clerk's office from Clerk Supplies – Office Account #02-201-5031.

Motion and second were then amended to correct Scrivener's error regarding the account number. The correct account should be Clerk Supplies – Office Account #02-209-5031. Voting yes: Chitwood, Shropshire, Siever. Voting no: none.

**14. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION AUTHORIZING MAYOR TO SIGN MAINTENANCE AGREEMENT WITH SCHINDLER ELEVATOR CORPORATION FOR THREE (3) CITY ELEVATORS WITH A COST OF \$600.00 PER MONTH (TOTAL OF \$7,200.00 ANNUALLY) FROM GENERAL REPAIR & MAINTENANCE ACCOUNT #02-201-5091.**

Motion was made by Chitwood, second by Siever to recommend Council action authorizing Mayor to sign Maintenance Agreement with Schindler Elevator Corporation for three (3) city elevators with a cost of \$600.00 per month (total of \$7,200.00 annually) from General Repair & Maintenance Account #02-201-5091. Mayor stated he believes this is in the best interest of the city. Voting yes: Shropshire, Siever, Chitwood. Voting no: none.

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

There was no unforeseeable business.

**16. ADJOURN.**

Motion was made by Chitwood, second by Siever to adjourn at 6:03 p.m. Voting yes: Siever, Chitwood, Shropshire. Voting no: none.

## City of Pryor

### Midyear Review

FY 21-22

	6 Months 2021	Budget	Percent Remain/Chg	Amount Remain/Dif
Assets	3,165,857	3,813,773	-16.99%	(647,916)
Liabilities	(22,509)	(512,740)	-95.61%	490,231
	<u>3,143,348</u>	<u>3,301,033</u>		<u>(157,685)</u>
<b>General Fund</b>				
Revenues	3,679,223	7,933,088 *	53.62%	4,253,865
Expenses				
General Govt	367,487	1,982,706	81.47%	1,615,219
Community Dev	55,014	190,774	71.16%	135,760
Planning & Zoning	(167)	8,000	102.09%	8,167
Managerial	100,259	230,060	56.42%	129,801
Clerical	136,295	328,247	58.48%	191,952
City Attorney	35,934	74,339	51.66%	38,405
City Treasurer	11,624	25,339	54.13%	13,715
Police	1,648,353	3,627,807	54.56%	1,979,454
Animal Control	109,708	272,899	59.80%	163,191
Fire	778,677	1,751,337	55.54%	972,660
Park	186,260	487,691	61.81%	301,431
Library	210,484	519,534	59.49%	309,050
Cemetery	112,147	252,156	55.52%	140,009
Civil Denfesne	10,772	29,122	63.01%	18,350
Municipal Court	70,636	154,393	54.25%	83,757
	<u>3,833,483</u>	<u>9,934,404</u>		<u>6,100,921</u>
 Net YTD	 (154,260)			
 Revenues Received Adjustment				
02-000-4265 Public Schools	200,000	200,000	0.00%	-
02-000-4141 MUB	323,000	775,200	58.33%	452,200
	<u>523,000</u>			<u>452,200</u>

\* 100% of estimated revenues from previous year.