

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, JUNE 14TH, 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 and Lori Siever. Members absent: Briana Brakefield.

Others present: Mayor Lees, City Clerk Eva Smith, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Police Captain Kevin Tramel, Police Sergeant Dustin Van Horn, Fire Chief BK Young, Library Director Cari Rerat, Recreation Director Jessica Long, Golf Superintendent Dennis Bowman, City Accountant Jeff Kolker, Recreation Board Chairman Houston Brittain, Sertoma Club representatives Jody Webb and Jim Dooley, PIP reporter Tim Lawson.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE MAY 10TH, 2022, REGULAR MEETING.

Motion was made by Siever, second by Shropshire to approve the minutes of the May 10th, 2022 regular meeting. Voting yes: Shropshire and Siever. Voting no: none.

3. PETITIONS FROM THE AUDIENCE.

There were no petitions.

4. MAYOR'S REPORT.

a. Tax Reports.

Mayor stated that tax reports are now in for the full fiscal year. Sales, Use and Tobacco taxes finished up the fiscal year at a total of \$11,544,233.40. For this year, Sales Tax was up 6.13% from last year, Use Tax was up 18% and Tobacco Tax was down 12%, which is all good news.

b. Review of Financial Status.

This will be covered throughout the meeting.

5. BUDGET DISCUSSION WITH CITY ACCOUNTANT.

Jeff Kolker presented information regarding the figures for the 2022-2023 fiscal budget. He stated that the current budget is better than was expected at the mid-year review. It appears we should be able to budget \$10.4 million for the new year.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CHANGES TO THE PAY PLAN, AS FOLLOW:

- a. Aquatics Coordinator position from Range D to Range E.**
- b. Recreation Center Office Manager position from Range D to Range E.**
- c. Range Q definition: strike Code Enforcement Officer and add Community Development Coordinator / City Planner.**
- d. Add to each Range and Step a 4% cost of living adjustment (COLA)**

- e. **Remove Steps 1 – 3 on Ranges H and I.**
- f. **Raise Ranges R and U to industry standard and commensurate with duties.**
- g. **Raise Ranges H, I and M to industry standard and commensurate with duties.**
- h. **Animal Control Officer position from Range B to Range C.**
- i. **Animal Control Supervisor position from Range C to Range D.**

Mayor spoke to each of these items, and he amended the list by adding one more that needed to be addressed. He asked that Item j. Assistant City Clerk from Range E to Range F be added, as well. These are intended to go into effect July 1st, 2022. It was agreed that the committee would go through each item and vote on each one separately.

- a. Motion was made by Siever, second by Shropshire to recommend Council action regarding change of Aquatics Coordinator position from Range D to Range E. Voting yes: Siever and Shropshire. Voting no: none.
- b. Motion was made by Siever, second by Shropshire to recommend Council action regarding change of Recreation Center Office Manager position from Range D to Range E. Voting yes: Shropshire and Siever. Voting no: none.
- c. Motion was made by Siever, second by Shropshire to recommend Council action regarding change of Range Q definition: strike Code Enforcement Officer and add Community Development Coordinator / City Planner. Voting yes: Siever and Shropshire. Voting no: none.
- d. Motion was made by Siever, second by Shropshire to recommend Council action regarding change to Add to each Range and Step a 4% cost of living adjustment (COLA). Voting yes: Shropshire and Siever. Voting no: none.
- e. Motion was made by Siever, second by Shropshire to recommend Council action regarding change to remove Steps 1 – 3 on Ranges H and I. Voting yes: Siever and Shropshire. Voting no: none.
- f. Motion was made by Siever, second by Shropshire to recommend Council action regarding change to raise Ranges R and U to industry standard and commensurate with duties. Voting yes: Shropshire and Siever. Voting no: none.
- g. Motion was made by Siever, second by Shropshire to recommend Council action regarding change to raise Ranges H, I and M to industry standard and commensurate with duties. Voting yes: Siever and Shropshire. Voting no: none.
- h. Motion was made by Siever, second by Shropshire to recommend Council action regarding change of Animal Control Officer position from Range B to Range C. Voting yes: Shropshire and Siever. Voting no: none.
- i. Motion was made by Siever, second by Shropshire to recommend Council action regarding change of Animal Control Supervisor position from Range C to Range D. Voting yes: Siever and Shropshire. Voting no: none.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING GENERAL GOVERNMENT BUDGET, FUND #201, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding General Government Budget, Fund #201, for 2022-2023 fiscal year. Mayor asked that the committee table this item, as things are still changing within this budget. He asked Mr. Jody Webb to speak on behalf of the Senior Citizens Program – Sertoma, #02-201-5345. He reported that they are very short on funds and are asking for financial assistance from the city.

Motion and second were then amended to table until the next Budget meeting. Voting yes: Shropshire and Siever. Voting no: none.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING COMMUNITY DEVELOPMENT BUDGET, FUND #203, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Community Development Budget, Fund #203, for 2022-2023 fiscal year. Per Mayor's request, the motion and second were then amended to table this item until next Budget meeting. Voting yes: Siever and Shropshire. Voting no: none.

Mayor then asked that the committee skip Items 9 and 10 and move to Item 11, in order to be considerate of the time of those in the gallery.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CLERICAL / ACCOUNTING BUDGET, FUND #209, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Clerical / Accounting Budget, Fund #209, for 2022-2023 fiscal year. Voting yes: Shropshire and Siever. Voting no: none.

Mayor asked to move to Item 14.

14. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING POLICE BUDGET, FUND #215, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Police Budget, Fund #215, for 2022-2023 fiscal year. Mayor stated that FOP negotiations are still ongoing, so he requested this budget be tabled.

Motion and second were then amended to table until next Budget meeting. Voting yes: Siever and Shropshire. Voting no: none.

15. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ANIMAL SHELTER BUDGET, FUND #216, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Animal Shelter Budget, Fund #216, for 2022-2023 fiscal year. Voting yes: Shropshire and Siever. Voting no: none.

16. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING FIRE DEPARTMENT BUDGET, FUND #217, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Fire Department Budget, Fund #217, for 2022-2023 fiscal year. Mayor stated that the FFO negotiations are still ongoing, so he requested this budget be tabled.

Motion and second were then amended to table until next Budget meeting. Voting yes: Siever and Shropshire. Voting no: none.

17. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PARK BUDGET, FUND #219, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Park Budget, Fund #219, for 2022-2023 fiscal year. Voting yes: Shropshire and Siever. Voting no: none.

18. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING LIBRARY BUDGET, FUND #221, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Library Budget, Fund #221, for 2022-2023 fiscal year, with the amendment of striking the

\$20,000.00 from the Library Capital Outlay line item #02-221-5411, as this is also noted in the Capital Outlay budget. This change will bring this budget down to \$565,106.41. Voting yes: Siever and Shropshire. Voting no: none.

19. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CEMETERY BUDGET, FUND #223, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Cemetery Budget, Fund #223, for 2022-2023 fiscal year. Voting yes: Shropshire and Siever. Voting no: none.

Mayor asked to move to Item 22.

22. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING STREET BUDGET, FUND #14, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Street Budget, Fund #14, for 2022-2023 fiscal year. Mayor asked the committee to table this item, as it is still in the works.

Motion and second were then amended to table until the next Budget meeting. Voting yes: Siever and Shropshire. Voting no: none.

Mayor asked to move to Item 24.

24. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING GOLF COURSE BUDGET, FUND #41, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Golf Course Budget, Fund #41, for 2022-2023 fiscal year. Voting yes: Shropshire and Siever. Voting no: none.

Mayor asked to move to Item 27.

27. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING RECREATION BUDGET, FUND #84, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Recreation Budget, Fund #84, for 2022-2023 fiscal year. Mayor stated that Phase 1 of the Capital Improvements project needs to be included in this budget in the new Capital Improvements line item in the amount of \$365,000.00. It was also noted that the fence will not be included.

Motion and second were then amended to recommend Council action regarding Recreation Budget, Fund #84, for 2022-2023 fiscal year, including the addition of \$365,000.00 for Capital improvements, making the total budget \$1,618,211.33. Voting yes: Siever and Shropshire. Voting no: none.

Shropshire moved back to Item 25.

25. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CAPITAL OUTLAY BUDGET, FUND #44, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Capital Outlay Budget, Fund #44, for 2022-2023 fiscal year. Mayor reported that this fund currently has a balance of \$338,000.00. Voting yes: Shropshire and Siever. Voting no: none.

26. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING REAL PROPERTY ACQUISITION RESERVE BUDGET, FUND #46, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Real Property Acquisition Reserve Budget, Fund #46, for 2022-2023 fiscal year. Mayor reported that the Google Wi-Fi Project line item #46-465-5422 needs to be amended to show a carry-over balance of \$87,750.00, which will make this budget total \$168,750.00.

Motion and second were then amended to recommend Council action regarding Real Property Acquisition Reserve Budget, Fund #46, for 2022-2023 fiscal year with a budget total of \$168,750.00. Voting yes: Siever and Shropshire. Voting no: none.

28. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PRYOR PUBLIC WORKS AUTHORITY BUDGET, FUND #88, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Pryor Public Works Authority Budget, Fund #88, for 2022-2023 fiscal year. Voting yes: Shropshire and Siever. Voting no: none.

29. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING E-911 BUDGET, FUND #91, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding E-911 Budget, Fund #91, for 2022-2023 fiscal year. Voting yes: Siever and Shropshire. Voting no: none.

30. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ECONOMIC DEVELOPMENT TRUST AUTHORITY BUDGET, FUND #98, FOR 2022-2023 FISCAL YEAR.

No action.

Shropshire moved back to Item 23.

23. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CEMETERY CARE FUND BUDGET, FUND #19, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Cemetery Care Fund Budget, Fund #19, for 2022-2023 fiscal year. Voting yes: Shropshire and Siever. Voting no: none.

Shropshire moved back to Item 20.

20. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CEM (EMERGENCY MANAGEMENT) BUDGET, FUND #225, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding CEM (Emergency Management) Budget, Fund #225, for 2022-2023 fiscal year. Voting yes: Siever and Shropshire. Voting no: none.

21. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING MUNICIPAL COURT BUDGET, FUND #231, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Municipal Court Budget, Fund #231, for 2022-2023 fiscal year. Mayor stated he is looking into making some changes with the court system, so he asked that they table this item.

Motion and second were then amended to table until next Budget meeting. Voting yes: Shropshire and Siever. Voting no: none.

Shropshire moved back to Item 9.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PLANNING & ZONING BUDGET, FUND #205, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Planning & Zoning Budget, Fund #205, for 2022-2023 fiscal year. Voting yes: Siever and Shropshire. Voting no: none.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING MANAGERIAL BUDGET, FUND #207, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding Managerial Budget, Fund #207, for 2022-2023 fiscal year. Voting yes: Shropshire and Siever. Voting no: none.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CITY ATTORNEY BUDGET, FUND #211, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding City Attorney Budget, Fund #211, for 2022-2023 fiscal year. Voting yes: Siever and Shropshire. Voting no: none.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CITY TREASURER BUDGET, FUND #213, FOR 2022-2023 FISCAL YEAR.

Motion was made by Siever, second by Shropshire to recommend Council action regarding City Treasurer Budget, Fund #213, for 2022-2023 fiscal year. Voting yes: Shropshire and Siever. Voting no: none.

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

There was no unforeseeable business.

32. ADJOURN.

Motion was made by Siever, second by Shropshire to adjourn at 7:50 p.m. Voting yes: Shropshire and Siever. Voting no: none.