

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, OCTOBER 11TH, 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: **Choya Shropshire, Lori Siever, Evett Barham, Randy Chitwood (alt.)

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:35 p.m. by Choya Shropshire. Members present: Choya Shropshire, Lori Siever and Randy Chitwood. Members absent: Evett Barham.

Others present: Mayor Lees, Dennis Nichols, Kevin Tramel, Dustin Van Horn, BK Young and Terry Aylward.

2. PETITIONS FROM THE AUDIENCE.

There were no petitions.

Shropshire moved to Item 4.

4. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that annualized Sales and Use Tax are at \$11,418,823.00, which is about level with this time last year.

b. Review of Financial Status.

Mayor referred to the Combined Cash Investment Report. He noted that the General Fund currently shows approximately \$784,000.00 in the red. Fund 44 has had significant action. It shows a balance of approximately \$500,000.00. He noted that the Golf and Recreation budgets are the shining stars. Recreation Center shows \$141,900.00 in the red, but part of that was the Fitness Court, and monies from grants will be coming in which will offset some of the deficit. \$6,100.00 was received from the Jock Mayor Foundation. Street Budget currently shows a balance of \$2,600,000.00.

c. General Fund Budget Review.

Period Actual on the report shows all zeros. We are behind on updating the system, so that will be changing. There have been some difficulties in getting everything posted.

Shropshire moved back to Item 3.

3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE SEPTEMBER 13TH, 2022, REGULAR MEETING.

Motion was made by Siever, second by Chitwood to approve the minutes of the September 13th, 2022, regular meeting. Voting yes: Shropshire and Siever. Abstaining, counting as a no vote: Chitwood. Voting no: none.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AMENDING THE 2022-2023 PRYOR CREEK RECREATION BUDGET TO FUND THE FOLLOWING ACCOUNTS: AQUATIC TEMP SALARIES ACCOUNT #84-846-5018 IN THE AMOUNT OF \$48,000.00;

SWIM INSTRUCTORS TEMP SALARIES ACCOUNT #84-846-5019 IN THE AMOUNT OF \$6,000.00; AND FLOOR STAFF TEMP FITNESS SALARIES ACCOUNT #84-848-5018 IN THE AMOUNT OF \$35,000.00. SAID FUNDING REFLECTS A DEDUCTION IN PRYOR CREEK RECREATION CENTER CAPITAL IMPROVEMENTS ACCOUNT #84-845-5413 IN THE TOTAL AMOUNT OF \$89,000. THIS ACTION CLEARS THE ERROR OF NON-FUNDING THE LISTED ACCOUNTS WITHOUT CHANGING THE TOTAL FOR THE PRYOR CREEK RECREATION CENTER 2022-2023 BUDGET.

Motion was made by Siever, second by Chitwood to recommend Council action regarding amending the 2022-2023 Pryor Creek Recreation Budget to fund the following accounts: Aquatic Temp Salaries Account #84-846-5018 in the amount of \$48,000.00; Swim Instructors Temp Salaries Account #84-846-5019 in the amount of \$6,000.00; and Floor Staff Temp Fitness Salaries Account #84-848-5018 in the amount of \$35,000.00. Said funding reflects a deduction in Pryor Creek Recreation Center Capital Improvements Account #84-845-5413 in the total amount of \$89,000. This action clears the error of non-funding the listed accounts without changing the total for the Pryor Creek Recreation Center 2022-2023 Budget. Mayor stated that this action will clear two errors and will not change the bottom line. Voting yes: Siever, Chitwood, Shropshire. Voting no: none.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AMENDING THE GOLF BUDGET TO INCREASE PAYMENT FOR TEMPORARY EMPLOYEES FROM \$10.00 PER HOUR, AS FOLLOWS:

- A. TEMP LABOR 1 – FAIRWAY MOWER - \$15.00 PER HOUR**
- B. TEMP LABOR 2 – ROUGH MOWER - \$15.00 PER HOUR**
- C. TEMP LABOR 3, 4 & 5 - \$13.00 PER HOUR**

THIS PROPOSED INCREASE WILL AMEND THE BUDGET LINE ITEM #41-415-5012 FROM \$72,900.00 TO \$107,868.00 AND THE TOTAL GOLF BUDGET FROM \$678,983.03 TO \$713,951.03. PRESENT REVENUE-PRODUCING TRENDS SUPPORT THIS ACTION.

Motion was made by Siever, second by Chitwood to recommend Council action regarding amending the Golf budget to increase payment for temporary employees from \$10.00 per hour, as follows:

- a. Temp Labor 1 – Fairway Mower - \$15.00 per hour
- b. Temp Labor 2 – Rough Mower - \$15.00 per hour
- c. Temp Labor 3, 4 & 5 - \$13.00 per hour

This proposed increase will amend the budget line item #41-415-5012 from \$72,900.00 to \$107,868.00 and the total Golf budget from \$678,983.03 to \$713,951.03. Present revenue-producing trends support this action. Mayor stated that the Golf revenue is healthy enough to fund this increase. It was also noted that these employees are not year-round. Voting yes: Chitwood, Shropshire, Siever. Voting no: none.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$9,672.88 TO DELL TECHNOLOGIES FOR 8 OPTIPLEX 7090 COMPUTERS FOR THE PRYOR CREEK POLICE DEPARTMENT. THIS IS NASPO PRICING AND WAS INCLUDED IN THE 2022-2023, POLICE EQUIPMENT CAPITAL OUTLAY BUDGET ACCOUNT #44-445-5424.

Motion was made by Siever, second by Chitwood to recommend Council action regarding an expenditure in the amount of \$9,672.88 to Dell Technologies for 8 Optiplex 7090 computers for the Pryor Creek Police Department. This is NASPO pricing and was included in the 2022-2023, Police Equipment Capital Outlay Budget Account #44-445-5424. Tramel stated that these will be the towers in the common area for the patrolmen at the new Police Department. Voting yes: Shropshire, Siever, Chitwood. Voting no: none.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO AUTHORIZE THE PRYOR CREEK POLICE DEPARTMENT TO BEGIN THE SELECTION PROCESS FOR THREE (3) PATROL OFFICERS, INCLUDED IN THE 2022-2023 POLICE BUDGET. HIRE DATES TO BE DETERMINED BY MAYOR AND COUNCIL.

Motion was made by Chitwood, second by Siever to recommend Council to authorize the Pryor Creek Police Department to begin the selection process for three (3) patrol officers, included in the 2022-2023 Police budget. Hire dates to be determined by Mayor and Council.

Chief Nichols stated that this is a long hiring process, so he would like to get started now and have people in place when they are ready to hire them. Shropshire wanted to table this until the finances are in better shape. Mayor recommended putting the process in motion without the commitment to hire. At that point, the candidates will be brought to Council for approval.

Voting yes: Siever and Chitwood. Voting no: Shropshire.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$3,250.00 TO FRED TAYLOR ENTERPRISES, INC. FOR FIVE (5) LA-Z-BOY RECLINERS FOR THE PRYOR CREEK FIRE DEPARTMENT FROM BIDS RECEIVED. TO BE PAID FROM FIRE DEPARTMENT DONATIONS ACCOUNT #96-965-5543. OTHER BIDS RECEIVED: FIRE STATION - \$3,249.95 (DOES NOT INCLUDE SHIPPING COST); LA-Z-BOY - \$6,395.00.

Motion was made by Chitwood, second by Siever to recommend Council action regarding an expenditure in the amount of \$3,250.00 to Fred Taylor Enterprises, Inc. for five (5) La-Z-Boy recliners for the Pryor Creek Fire Department from bids received. To be paid from Fire Department Donations Account #96-965-5543. Other bids received: Fire Station - \$3,249.95 (does not include shipping cost); La-Z-Boy - \$6,395.00. Voting yes: Chitwood, Shropshire, Siever. Voting no: none.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING TRANSFER OF \$150,000.00 FROM CAPITAL OUTLAY – FIRE DEPARTMENT ACCOUNT #44-445-5422 TO FIRE TRUCK RESERVE ACCOUNT #45-455-5412.

Motion was made by Siever, second by Chitwood to recommend Council action regarding transfer of \$150,000.00 from Capital Outlay – Fire Department Account #44-445-5422 to Fire Truck Reserve Account #45-455-5412. Voting yes: Shropshire, Siever, Chitwood. Voting no: none.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING OPENING APPLICATIONS FOR THE CITY DEVELOPMENT COORDINATOR/ CITY PLANNER POSITION WHICH WAS APPROVED IN THE 2022-2023 FY BUDGET ITEM #02-203-5014.

Motion was made by Chitwood, second by Siever to recommend Council action regarding opening applications for the City Development Coordinator/ City Planner position which was approved in the 2022-2023 FY budget item #02-203-5014. Mayor stated the importance of these positions and the importance of getting this process started, but he asked that this item and 12 and 13 be tabled until the financial situation is more sound.

Chitwood and Siever amended their motion and second to table opening applications for the City Development Coordinator / City Planner position which was approved in the 2022-2023 FY budget item #02-203-5014, until the financial situation is more sound. Voting yes: Siever, Chitwood, Shropshire. Voting no: none.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING REQUESTING BIDS FOR RENOVATION OF THE CITY HALL LARGE STORAGE ROOM TO BE CONVERTED INTO A SMALL STORAGE ROOM AND TWO OFFICES AS SHOWN ON THE DRAWING. THESE

TWO OFFICES ARE INTENDED TO BE OCCUPIED BY A CITY PLANNER AND A CLERK. THIS PROJECT IS ESTIMATED TO COST \$27,628.00 AND IS BUDGETED TO EXPENSE FROM GENERAL REPAIR AND MAINTENANCE ACCOUNT #02-201-5091.

Motion was made by Chitwood, second by Siever to table requesting bids for renovation of the City Hall large storage room to be converted into a small storage room and two offices as shown on the drawing. These two offices are intended to be occupied by a City Planner and a clerk. This project is estimated to cost \$27,628.00 and is budgeted to expense from General Repair and Maintenance Account #02-201-5091. Voting yes: Chitwood, Shropshire, Siever. Voting no: none.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ORDERING FURNISHINGS FOR THE CITY PLANNER AND CLERK OFFICES FROM L&M OFFICE FURNITURE AT STATE CONTRACT PRICING, OMNIA #R191811 & R191804, IN THE AMOUNT OF \$8,727.13 FROM GENERAL REPAIR AND MAINTENANCE ACCOUNT #02-201-5091.

Motion was made by Chitwood, second by Siever to table ordering furnishings for the City Planner and Clerk offices from L&M Office Furniture at State Contract Pricing, OMNIA #R191811 & R191804, in the amount of \$8,727.13 from General Repair and Maintenance Account #02-201-5091. Voting yes: Shropshire, Siever, Chitwood. Voting no: none.

14. UNFORESEEABLE BUSINESS. (Any matter not reasonably foreseen prior to posting agenda.)
There was no unforeseeable business.

15. ADJOURN.

Motion was made by Chitwood, second by Siever to adjourn at 6:30 p.m. Voting yes: Shropshire, Siever, Chitwood. Voting no: none.