

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
THURSDAY, MARCH 9TH, 2023
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 5:45 p.m. by Choya Shropshire. Members present: Choya Shropshire and Randy Chitwood. Members absent: Lori Siever and Evett Barham.

Others present: Mayor Lees, Dennis Nichols, Kevin Tramel, Lisa Malone, Courtney Davis, Houston Brittain, Dennis Bowman, Bill Kannegiesser, Jeff Kolker, Jessica Tiger and Kemmie Shropshire.

2. PETITIONS FROM THE AUDIENCE.

There were no petitions.

3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE FEBRUARY 14TH, 2023, REGULAR MEETING.

No action. Item was tabled until the April 11th, 2023 meeting.

4. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported on Sales and Use Tax numbers. He reported that Sales Tax is remaining flat, and Use Tax is down a little bit. Annualized Sales and Use Tax is approximately \$11,319,000.00.

b. Review of Financial Status.

Mayor stated this would be covered in the Mid-Year Budget Review.

c. General Fund Budget Review.

Mayor stated this would be covered in the Mid-Year Budget Review.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING RETIREMENT, LLC AS THE THIRD-PARTY ADMINISTRATOR FOR THE CITY'S MONEY PURCHASE PLAN AND THE 457 PLAN. THIS ACTION IS PENDING ORDINANCE & INSURANCE COMMITTEE APPROVAL.

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding hiring Retirement, LLC as the Third-Party Administrator for the city's Money Purchase Plan and the 457 Plan. This action is pending Ordinance & Insurance Committee approval. Lisa Malone spoke to the need for change of Third-Party Administrator, for better customer service and communication. Voting yes: Shropshire and Chitwood. Voting no: none.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING UPDATING TO A MORE EFFICIENT TIMEKEEPING SYSTEM AND AUTHORIZING MAYOR TO SIGN AN AGREEMENT WITH TIMECLOCKS PLUS FOR NEW TIME CLOCKS FOR CITY EMPLOYEES, FOR 2023-2024 FISCAL YEAR. THE SUBSCRIPTION EXPENSE IS PROPOSED TO PAY FROM GENERAL SOFTWARE ACCOUNT #02-201-5260. THE INDIVIDUAL TIME CLOCK

EQUIPMENT IS PROPOSED TO PAY FROM THE VARIOUS DEPARTMENTS' CAPITAL OUTLAY - EQUIPMENT ACCOUNTS. THIS ACTION CHANGES OUR TIMEKEEPING VENDOR FROM ISOLVED TIME TO TIMECLOCKS PLUS.

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding updating to a more efficient timekeeping system and authorizing Mayor to sign an agreement with TimeClocks Plus for new time clocks for city employees, for 2023-2024 fiscal year. The subscription expense is proposed to pay from General Software Account #02-201-5260. The individual time clock equipment is proposed to pay from the various departments' Capital Outlay - Equipment accounts. This action changes our timekeeping vendor from iSolved Time to TimeClocks Plus. Malone spoke to the need for this change. Voting yes: Chitwood and Shropshire. Voting no: none.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING MICHAEL K. MOORE FOR THE DIRECTOR POSITION AT PRYOR CREEK RECREATION CENTER RANGE G, STEP 4 (ANNUAL WAGE - \$65,643.00), EFFECTIVE MARCH 22ND, 2023.

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding hiring Michael K. Moore for the Director position at Pryor Creek Recreation Center Range G, Step 4 (annual wage - \$65,643.00), effective March 22nd, 2023.

Brittain spoke to the Recreation Board's choice of candidate for this position and his excellent qualifications. Due to his background and qualifications, Moore has requested to be hired at Step 4. Tiger is currently at Step 2. Shropshire stated that this is the top of the pay scale. Brittain stated that Mr. Moore is aware of this and is content to remain at this salary for at least 10 – 12 years, if not longer. Voting yes: Shropshire and Chitwood. Voting no: none.

8. MID-YEAR BUDGET REVIEW – JEFF KOLKER.

Mayor Lees spoke regarding a handout that he provided that was not in the packet. He spoke to the accounts, expenditures and overages. He reminded the committee that the review is only regarding the General Fund Budget. Mayor reported that at the (**), there was a question of an expenditure in the amount of \$10,700.00. This was determined to be a plan review fee for some work at the District, and this amount was paid back to the city.

Kolker reported that the general fund revenues are flat. The budget is currently approximately \$600,000.00 in the red. It was explained that more than \$100,000.00 of this is due to insurance costs for all departments being paid from the general fund. The correct amounts will be posted to each account and the funds will be put back into the general fund. It was also noted that the Police Department has had a great deal of vehicle maintenance this fiscal year, and fuel costs are up city-wide.

Mayor stated that all departments are working to cut their expenses between now and the fiscal year-end. He stated that there is a possibility of transferring the remainder of the ARPA funds back to general at year-end, if needed.

Mayor reported that Fund 14 will be expending funds for street projects. With 67% of the year past, Fund 44 has spent 41% of their budget, Fund 41 has \$139,000 in fund equity and Fund 84 has expended 48%. Recreation Center budget has almost \$600,000.00 in profit for the year.

Kolker reported that overall, the city is in good financial health.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF A JOURNAL ENTRY MOVING AN EXPENDITURE IN THE AMOUNT OF \$18,810.63 FROM GOLF REPAIR & MAINTENANCE ACCOUNT #41-415-5092 TO GOLF CAPITAL OUTLAY

ACCOUNT #41-415-5411. THIS EXPENDITURE WAS FOR PUMP EQUIPMENT. THE ORIGINAL COUNCIL ACTION WAS FROM JULY 19TH, 2022.

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding approval of a journal entry moving an expenditure in the amount of \$18,810.63 from Golf Repair & Maintenance Account #41-415-5092 to Golf Capital Outlay Account #41-415-5411. This expenditure was for pump equipment. The original Council action was from July 19th, 2022. Voting yes: Chitwood and Shropshire. Voting no: none.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF A JOURNAL ENTRY MOVING AN EXPENDITURE IN THE AMOUNT OF \$14,000.00 FROM RECREATION REPAIR & MAINTENANCE ACCOUNT #84-845-5091 TO AQUATICS REPAIR & MAINTENANCE ACCOUNT #84-846-5091, DUE TO SUBSTANTIAL UNFORESEEN REPAIR AND MAINTENANCE IN #846 AQUATICS. THE #845 RECREATION ACCOUNT HAS SURPLUS.

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding approval of a journal entry moving an expenditure in the amount of \$14,000.00 from Recreation Repair & Maintenance Account #84-845-5091 to Aquatics Repair & Maintenance Account #84-846-5091, due to substantial unforeseen repair and maintenance in #846 Aquatics. The #845 Recreation account has surplus. Voting yes: Shropshire and Chitwood. Voting no: none.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION, PENDING ORDINANCE & INSURANCE COMMITTEE APPROVAL, TO PAY OMAG FOR TWO PROPERTY INSURANCE INVOICES TOTALING \$6,195.00 FOR ADDITIONAL PREMIUM REGARDING THE EMERGENCY CENTER / LIBRARY EXPANSION BUILDING PROJECT AND CONTENTS, AND EXPENSING THE TRANSACTION FROM GENERAL INSURANCE - PROPERTY ACCOUNT #02-201-5045.

Motion was made by Chitwood, second by Shropshire to recommend Council action, pending Ordinance & Insurance Committee approval, to pay OMAG for two property insurance invoices totaling \$6,195.00 for additional premium regarding the Emergency Center / Library Expansion building project and contents, and expensing the transaction from General Insurance - Property Account #02-201-5045. Voting yes: Chitwood and Shropshire. Voting no: none.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE HOTEL / MOTEL FINAL EXPENSE REPORT FROM PRYOR AREA CHAMBER OF COMMERCE IN THE AMOUNT OF \$2,300.00 FOR THE 2022 NATIVITY MUSEUM CHRISTMAS POP-UP, FROM HOTEL / MOTEL CHAMBER ACCOUNT #75-755-5090.

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce in the amount of \$2,300.00 for the 2022 Nativity Museum Christmas Pop-Up, from Hotel / Motel Chamber Account #75-755-5090. Voting yes: Shropshire and Chitwood. Voting no: none.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE HOTEL / MOTEL FINAL EXPENSE REPORT FROM PRYOR AREA CHAMBER OF COMMERCE IN THE AMOUNT OF \$2,900.00 FOR THE 2022 CHRISTMAS PARADE OF LIGHTS, FROM HOTEL / MOTEL CHAMBER ACCOUNT #75-755-5090.

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce in the amount of \$2,900.00 for the 2022 Christmas Parade of Lights, from Hotel / Motel Chamber Account #75-755-5090. Voting yes: Chitwood and Shropshire. Voting no: none.

14. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE HOTEL / MOTEL FINAL EXPENSE REPORT FROM PRYOR AREA CHAMBER OF COMMERCE IN THE AMOUNT OF \$5,000.00 FOR THE 2023 OK TACKLE, HUNTING & BOAT SHOW, FROM HOTEL / MOTEL CHAMBER ACCOUNT #75-755-5090.

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce in the amount of \$5,000.00 for the 2023 OK Tackle, Hunting & Boat Show, from Hotel / Motel Chamber Account #75-755-5090. Voting yes: Shropshire and Chitwood. Voting no: none.

15. UNFORESEEABLE BUSINESS.

There was no unforeseeable business.

16. ADJOURN.

Motion was made by Chitwood, second by Shropshire to adjourn at 6:44 p.m. Voting yes: Chitwood and Shropshire. Voting no: none.