

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, JULY 11TH, 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, Dennis Nance, Charles Tramel, Travis Mileur

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:30 p.m. by Choya Shropshire. Members present: Choya Shropshire, Dennis Nance and Charles Tramel. Members absent: Travis Mileur.

Others present: Zac Doyle, Courtney Davis, Terry Aylward, Kevin Tramel, Jeremy Cantrell, Justin Couch, Kemmie Shropshire and Autumn Graybill.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JUNE 13TH, 2023 REGULAR MEETING.

Motion was made by Nance, second by Tramel to approve the minutes of the June 13th, 2023 regular meeting. Voting yes: Nance, Tramel and Shropshire. Voting no: none.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FILLING VACANT DEPUTY COURT CLERK POSITION IN THE CITY CLERK'S OFFICE.

Motion was made by Nance, second by Tramel to recommend Council action to approve filling the vacant Deputy Court Clerk position in the City Clerk's Office. Voting yes: Tramel, Shropshire and Nance. Voting no: none.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING SIERRA BROWN AS DISPATCHER, RANGE R, STEP 2 AT THE PRYOR CREEK POLICE DEPARTMENT.

Motion was made by Nance, second by Tramel to recommend Council action regarding hiring Sierra Brown as Dispatcher, Range R, Step 2 at the Pryor Creek Police Department. Voting yes: Shropshire, Nance and Tramel. Voting no: none.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO PURCHASE THE FOLLOWING MODULES WITHIN CASELLE FOR THE CITY CLERK'S OFFICE, EXPENSED FROM CLERK CAPITAL OUTLAY ACCOUNT #44-445-5417: ACCOUNTS RECEIVABLES, INVESTMENTS, 3 ADDITIONAL LICENSES, DOCUMENT MANAGEMENT AND CEMETERY MANAGEMENT.

Motion was made by Nance, second by Tramel to recommend Council action to purchase the following modules within Caselle for the City Clerk's Office, expensed from Clerk Capital Outlay Account #44-445-5417: Accounts Receivables, Investments, 3 additional licenses, Document Management and Cemetery Management. The motion was amended by Nance, second by Tramel to add two licenses, approving five licenses total. Voting yes: Nance, Tramel and Shropshire. Voting no: none.

6. MAYOR'S REPORT:

a. Tax Reports.

Doyle read the Sales, Use and Tobacco Tax reports. He stated that overall tax numbers have remained flat with a small increase in sales tax and a slight decrease in use and tobacco taxes.

b. Review of Financial Status.

Doyle reported that the budget for the upcoming year is almost finalized. He stated that it will generally remain flat from the last budget. He reported that while the budget may be tight, he does not anticipate layoffs.

c. General Fund Budget Review.

Doyle reported that building reserves will be a priority moving forward.

7. UNFORESEEABLE BUSINESS.

There was no unforeseeable business.

8. ADJOURN.

Motion was made by Nance, second by Tramel to adjourn at 6:15 p.m. Voting yes: Tramel, Shropshire and Nance. Voting no: none.