

**NOTICE AND AGENDA  
BUDGET/PERSONNEL  
REGULAR MEETING  
TUESDAY, OCTOBER 13<sup>TH</sup>, 2015 AT 5:30 P.M.**

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT NOTICE IS HEREBY GIVEN THAT THE **BUDGET/PERSONNEL COMMITTEE WILL MEET IN REGULAR SESSION IN COUNCIL CHAMBERS**, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME. FOR SPECIAL ACCOMMODATIONS TO ATTEND, PLEASE CONTACT (918) 825-0888.

**Committee Members: \*\*Greg Rosamond, Drew Stott, Randy Chitwood and Ryan Rains (alternate)**

1. Call meeting to order.
2. Discuss, possibly approve the minutes of the September 8<sup>th</sup>, 2015 regular meeting.
3. Discuss, possibly recommend Council action to approve Budget / Personnel meeting schedule for 2016.
4. Mayor's Report.
5. Discuss, possibly recommend Council action to approve revised vacation schedule for all non-bargaining employees of the City of Pryor Creek.
6. Discuss, possibly recommend Council action to approve renewal of Community Care **Health** benefits with Courtside Benefits Group as broker for the City of Pryor Creek excluding Local 3567 The International Association of Firefighters AFL-CIO / CLC per quote received.
7. Discuss, possibly recommend Council action to approve renewal of Mutual of Omaha **Life** benefits with Courtside Benefits Group as broker for the City of Pryor Creek excluding Local 3567 The International Association of Firefighters AFL-CIO / CLC per quote received.
8. Discuss, possibly recommend Council action to approve renewal of Delta **Dental** benefits with Courtside Benefits Group as broker for the City of Pryor Creek excluding Local 3567 The International Association of Firefighters AFL-CIO / CLC per quote received.
9. Discuss, possibly recommend Council action to approve Dispatch Supervisor Position.
10. Discuss, possibly recommend Council action to approve pay increase for Robert Price to \$8.50 per hour through Peoplelink Staffing.
11. Discuss, possibly recommend Council action to approve pay increase for Mark Shellenbarger to \$8.50 per hour through Peoplelink Staffing.
12. Discuss staffing levels for all departments as it impacts the budget.
13. Petitions from the audience.
14. Unforeseeable Business. (Any matter not reasonably foreseen prior to posting agenda.)
15. Adjourn.

Posted October 9<sup>th</sup>, 2015 by City Clerk Eva Smith

*Eva Smith*



**MINUTES  
BUDGET/PERSONNEL  
REGULAR MEETING  
TUESDAY, SEPTEMBER 8<sup>TH</sup>, 2015  
5:30 P.M.**

**THE BUDGET / 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: \*\*Greg Rosamond, Drew Stott, Randy Chitwood and Ryan Rains (alternate)**

**1. CALL MEETING TO ORDER.**

The meeting was called to order at 5:35 p.m. by Chairman Greg Rosamond. Members present: Greg Rosamond, Drew Stott, Randy Chitwood. Members absent: none.

Others present: Mayor Jimmy Tramel, Police Chief Steve Lemmings, Fire Chief Tim Thompson, Assistant Fire Chief B.K. Young, Pryor Recreation Center Director Laura Holloway, Recreation Center Board Member Steve Wyneken, Marie Reist, Library Board Member Jeanette Anderson, Park & Cemetery Superintendent Frank Powell, Street Superintendent Jack Downing, The Times Reporter Cydney Baron, and Terry Aylward of The Paper.

**2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE AUGUST 11<sup>TH</sup>, 2015 REGULAR MEETING.**

Motion was made by Stott, second by Chitwood to approve the minutes of the August 11<sup>th</sup>, 2015 regular meeting. All voted yes.

**3. MAYOR'S REPORT.**

- The Oklahoma Tax Commission had not produced the Sales Tax Reports as of September 8, 2015 for Mayor Tramel to review with the Budget Committee.
- Mayor Tramel discussed the "Funding the Gap" Report from OML. He stated that the State of Oklahoma is the only state that depends on Sales Tax.
- Mayor Tramel discussed how the City must find other revenue streams to maintain and grow.
- Stott asked about producing a survey for the public to help decide on ways to bring in new revenue sources. Mayor Tramel stated there will be a public forum when new ideas are formed so that the public can be a part of the process.
- Rosamond stated that the shortfall hurts the capital improvements and the City needs an action plan for tracking where money will go.
- Mayor stated there is potential to raise \$750,000.00.

**4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO PROMOTE MARIE REIST FROM LIBRARIAN 2, RANGE C, STEP 4 (ANNUAL WAGE \$34,202.00) TO LIBRARIAN 3 AT RANGE D, STEP 4 (ANNUAL WAGE \$36,221.00).**

Motion was made by Rosamond, second by Chitwood to recommend Council action to promote Marie Reist from Librarian 2, Range C, Step 4 (annual wage \$34,202.00) to Librarian 3 at Range D, Step 4 (annual wage \$36,221.00). All Voted yes.

Discussion: The recommendation was made by the Library Board to the Budget Committee. Chairman Anderson spoke on behalf of the Board. She stated that Marie has her certifications and has 11 plus years with the City at the Library. She also stated the Library budget can support this promotion.

**5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO HIRE LIBRARY DIRECTOR AT RANGE F, STEP 2 WITH CERTAIN QUALIFICATIONS WITH UNDERSTANDING THAT THEY WILL REMAIN IN STEP 2 (ANNUAL WAGE \$42,261.00) UNTIL QUALIFYING FOR STEP 3 (ANNUAL WAGE \$44,375.00).**

Motion was made by Rosamond, second by Chitwood to recommend Council action to hire Library Director at Range F, Step 2 with certain qualifications with understanding that they will remain in Step 2 (annual wage \$42,261.00) until qualifying for Step 3 (annual wage \$44,375.00). All voted yes.

Discussion: The recommendation was made by the Library Board to the Budget Committee. Chairman Anderson spoke on behalf of the Board and stated the Library budget can support this pay step and included the 6 percent for a Master's Degree - \$44,796.00.

**6. DISCUSS, POSSIBLY RECOMMEND CREATION OF AN ASSISTANT DIRECTOR POSITION FOR THE PRYOR CREEK RECREATION CENTER.**

Motion was made by Rosamond, second by Stott to approve and recommend creation of an Assistant Director position for the Pryor Creek Recreation Center at Step E with the stipulation that the Step and Job Description is approved by the City Attorney and OMAG. All voted yes.

Discussion: Laura Holloway spoke on behalf of the Recreation Center Board regarding the creation of this position. She explained this position was to insure there is a backup to maintain the facility efficiently at all times. The Recreation Center Board has provided a job description that will need to be reviewed by legal counsel before going to the City Council for approval.

**7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE PROMOTION OF LUCAS HOOVER FROM "B" OPERATOR, RANGE C, STEP 2 (ANNUAL WAGE \$29,310.00) TO "A" OPERATOR, RANGE D, STEP 2 (ANNUAL WAGE \$30,857.00) FOR THE CEMETERY DEPARTMENT.**

Motion was made by Stott, second by Chitwood to recommend Council action to approve promotion of Lucas Hoover from "B" Operator, Range C, Step 2 (annual wage \$29,310.00) to "A" Operator, Range D, Step 2 (annual wage \$30,857.00) for the Cemetery Department. All voted yes.

Discussion: Lucas Hoover's 3 year anniversary will be in December. With this promotion he will have full operation of the backhoe at the Cemetery per Frank Powell.

**8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE PROMOTION OF WESLEY GRIFFIN FROM "B" OPERATOR, RANGE C, STEP 2 (ANNUAL WAGE \$29,310.00) TO "A" OPERATOR, RANGE D, STEP 2 (ANNUAL WAGE \$30,857.00) FOR THE STREET DEPARTMENT.**

Motion was made by Stott, second by Chitwood to recommend Council action to approve promotion of Wesley Griffin from "B" Operator, Range C, Step 2 (annual wage \$29,310.00)

to "A" Operator, Range D, Step 2 (annual wage \$30,857.00) for the Street Department. All voted yes.

Discussion: Jack Downing spoke on behalf of Wesley Griffin. He began by stating the Street Department recently lost Tyler Schlosser to the Municipal Utility Department and then he publicly thanked Brandon McClelland and Tyler Schlosser for how they have conducted themselves on projects for the Street Department. He stated that these individuals work in a Foreman capacity and he would like to speak with Mayor Tramel at a later date about that issue. He then stated that the "A" Operators are required to run the backhoe, street sweeper, tire equipment, loader and skid steer. He stated he currently has 6 who are "A" Operators and he does not plan to replace the position left open by Schlosser.

**9. DISCUSS AND REVIEW QUOTES RECEIVED FOR AN ELECTRIC PUMP AND LADDERS FOR THE PRYOR PUBLIC POOL.**

The Budget/ Personnel Committee asked that Powell provide quotes for an Electric Pump and Ladders for the Pryor Public Pool to the City Attorney to ensure that the vendor requirements are in line before requesting approval from City Council.

**10. DISCUSS, POSSIBLY APPROVE TO SEEK QUOTES FOR A TRACTOR FOR THE CEMETERY DEPARTMENT.**

Motion was made by Stott, second by Chitwood to approve to seek quotes for a Tractor for the Cemetery Department. All voted yes.

**11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO SEEK QUOTES TO RESURFACE TENNIS COURTS USING DECO TURF SYSTEM AT WHITAKER PARK.**

Motion was made by Chitwood, second by Stott to recommend Council action to seek quotes to resurface Tennis Courts using Deco Turf System at Whitaker Park. All voted yes.

Discussion: Powell stated there will be one set of courts to resurface on the West side that have lights. These courts are used more frequently. The cost is estimated at \$25,000.00

**12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO PURCHASE 420F THUMB, TINE, A4, THUMB, HYDRAULIC ARR WITHOUT TINE FOR BACKHOE FROM WARREN CAT AT STATE CONTRACT PRICE \$5,869.00 FROM ACCOUNT # 14-145-5411 FOR THE STREET DEPARTMENT.**

Motion was made by Chitwood, second by Stott to recommend Council action to purchase 420F Thumb, Tine, A4, Thumb, Hydraulic ARR without Tine for Backhoe from Warren CAT at State Contract price \$5,869.00 from Account # 14-145-5411 for the Street Department. All voted yes.

**13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL/MOTEL SUBMITTALS FOR FY 2015 - 2016:**

**a. SUMMARY LETTERS OF INTENT:**

- 1. PRYOR AREA CHAMBER OF COMMERCE - \$27,156.00 (40% OF \$67,890.00)**
- 2. PRYOR PUBLIC SCHOOLS - \$11,078.00 (20% OF \$67,890.00 LESS \$2,500.00 FOR PRYOR BAND DAY)**
- 3. PRYOR BAND DAY - \$2,500.00**
- 4. PRYOR MAIN STREET - \$6,789.00 (10% OF \$67,890.00)**

**b. GRANT APPLICATIONS:**

- 1. AMERICAN COWBOY TRADER DAYS - \$2,500.00**
- 2. PRYOR CHRISTMAS PARADE OF LIGHTS - \$2,500.00**

3. COMFORTS OF HOME QUILT SHOW - \$2,500.00
4. CHILI CHRISTMAS & CAR & BIKE SHOW - \$2,500.00
5. DAD'S DRAG MAIN BLOCK PARTY - \$2,000.00
6. MISSOULA CHILDREN'S THEATER - \$1,500.00
7. NEOK AREA ART SHOW - \$1,500.00
8. OK ASSOCIATION JR. TOURNAMENT - \$2,470.00

Motion was made by Rosamond, second by Stott to recommend Council action to approve Hotel/Motel Submittals for FY 2015 – 2016 as presented above. All voted yes.

**14. PETITIONS FROM THE AUDIENCE.**

There were no petitions from the audience.

**15. UNFORESEEABLE BUSINESS.** (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING AGENDA.)

There was no unforeseeable business presented.

**16. ADJOURN.**

Motion was made by Rosamond, second by Stott to adjourn at 6:45 p.m. All voted yes.

CITY OF PRYOR CREEK, OKLAHOMA  
**BUDGET/PERSONNEL**  
SCHEDULE OF REGULAR MEETINGS FOR  
2016

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE PRYOR CREEK **BUDGET/PERSONNEL COMMITTEE** WILL MEET IN REGULAR SESSION AT 5:30 P.M. ON THE SECOND TUESDAY OF EACH MONTH. MEETINGS WILL BE HELD IN THE COUNCIL CHAMBER UPSTAIRS AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND AND PARTICIPATE SHOULD CALL 825-0888 AT LEAST 24 HOURS PRIOR TO THE MEETING.

**MEETINGS WILL BE HELD AT 5:30 P.M. ON:**

**January 12, 2016**  
**February 9, 2016**  
**March 8, 2016**  
**April 12, 2016**  
**May 10, 2016**  
**June 14, 2016**

**July 12, 2016**  
**August 9, 2016**  
**September 13, 2016**  
**October 11, 2016**  
**November 8, 2016**  
**December 13, 2016**

FILED AND POSTED ON THE BULLETIN BOARD ON THE FIRST FLOOR LOBBY AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA THIS \_\_\_\_, DAY OF DECEMBER 2015.

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Eva Smith, City Clerk

VACATION ELIGIBILITY SCHEDULE

YEARS OF ELIGIBLE SERVICE

HRS CREDITED BIWEEKLY

DAYS CREDITED EACH YEAR

Years 0 - 1

1.54 hours

5 days

Years 2 - 5

3.08 hours

10 days

Years 6 – 15

4.62 hours

15 days

Years 16 and over

15 days (plus one day per year to  
maximum 23 days)



**courtside**  
BENEFITS GROUP, LLC

*1/1/16 RENEWALS*  
*MEDICAL-COMMUNITY CARE*  
*DENTAL-DELTA DENTAL*  
*LIFE-MUTUAL OF OMAHA GTL*  
*(renews 1/1/17)*

Group: City of Pryor  
 Effective: 1/1/2016  
 Carrier: CCOK  
 Location: Pryor  
 Broker: Courtside Benefits  
 CommunityCare  
 Representative: Lance Percy

	Enrollment	Current	Renewal	CommunityCare Assumed Enrollment	CommunityCare Proposed Plan 1	CommunityCare Assumed Enrollment	CommunityCare Proposed Plan 2	CommunityCare Assumed Enrollment	CommunityCare Proposed Plan 3
					CC		CC		CC
		IP1	IP1		IP2		IP3		CC 80/500
		HMO Standard	HMO Standard		HMO Standard		HMO Standard		HMO Standard
Network									
Deductible		\$500	\$500		\$750		\$1,000		\$500
Specialist Self Referral (In-Network)		Yes	Yes		Yes		Yes		Yes
Coinsurance		None	None		None		None		80%
OV Copay		\$25/35	\$25/35		\$30/40		\$35/45		\$25/35
Urgent Care Copay		\$50	\$50		\$50		\$50		\$50
Out of Pocket Max		\$2,500	\$2,500		\$2,750		\$3,000		\$4,500
Copays apply to OOP		Yes	Yes		Yes		Yes		Yes
Annual Vision Benefit		Yes	Yes		Yes		Yes		Yes
RX		\$0/10/20/50/125	\$0/10/20/50/125		\$0/10/20/50/125		\$0/10/20/50/125		\$0/10/20/50/125
	CC			CC		CC		CC	
EE	37	483.29	501.86	37	482.12	37	466.70	37	453.84
EE+Sp	26	1070.65	1111.80	26	1068.07	26	1033.89	26	1005.42
EE+Ch	10	847.83	880.42	10	845.79	10	818.73	10	796.17
EE+Fam	36	1435.18	1490.35	36	1431.72	36	1385.91	36	1347.74
Monthly Totals	109	105,863	109,932	109	105,608	109	102,229	109	99,413
Annual Totals	109	1,270,361	1,319,189	109	1,267,297	109	1,226,749	109	1,192,960
Combined Annual Total		1,270,361	1,319,189		1,267,297		1,226,749		1,192,960
\$ Amt Diff.			48,828		(3,064)		(43,612)		(77,401)
% Difference			3.84%		-0.24%		-3.43%		-6.09%

\*Compared to Current

\*The above information is for illustrative purposes only; please refer to the full CommunityCare proposal.

\*Please see the table above for assumed participation into each plan. See above for the enrollment allocation;

\*As of January 1, 2014, the Out of Pocket Max on CommunityCare plans includes the deductible and pharmacy copays.

\*\*Network Limitations May Exist. Please contact your Sales Representative or Account Manager for guidelines on multiple plan offerings\*\*

Certain fees mandated by the Patient Protection and Affordable Care Act (PPACA) apply to all group health insurance plans effective 1-1-2014.

9/1/15  
1:12  
PP

# Supervisor Duties

**As the Communications Supervisor is actively holding a dispatch position 36 hours per week, the Supervisor is responsible for ALL responsibilities previously listed in the Communications Job Duties.**

**In addition, the supervisor is responsible for, but not limited to the following:**

- To ensure all dispatchers are accurately and appropriately completing their individual assignments.

(If that is not the case, the supervisor is to provide additional training and guidance in these areas.)

- It is the supervisor's responsibility to monitor dispatcher's Time Cards and maintenance of individual employee logs.
- Ensure dispatchers are professionally dressed, and are arriving on time for their assigned shift.
- Responsible for creating the monthly dispatch schedule as well as:
  - Ensure the dispatchers' vacations are taken prior to their anniversary.
  - Submitting Time Adjustment forms in a timely manner.
  - Ensure dispatchers are using their Holidays at a rate of at least one per month.
- The supervisor is to continue to seek additional training opportunities for dispatchers to increase knowledge to better the growing department and evolving society.
- Responsible for creating/implementing new tools to assist dispatchers in becoming more efficient in their daily tasks.
- Ordering of supplies needed for Communications and the Records Department.
- Responsible for communicating with City Hall personnel and completing all requests they have.
- **It is the Supervisor's responsibility to be on-call and available at all times in the event that the dispatcher has questions or needs additional manpower. If unable to respond at time of incident, it is the duty of the supervisor to contact and provide additional support.**
- Hiring process:
  - a. The supervisor should conduct initial background check on applicant.
  - b. Schedule interviews and hold a position within the panel during dispatch interviews.
  - c. Provide administration with review and summary of the applicants.
  - d. The supervisor is to schedule and conduct a Communications Test session for the top applicants.
  - e. Create and send out rejection letters to those who were not selected.
- The supervisor is to monitor the function of all equipment. If there is a failure, seek repair from the appropriate technician.
- The supervisor is to be the primary Training Officer in Communications.
  - a. Responsible for creating all material implemented for training purposes.

- Overseeing Jail, OLETS, and CPR certifications for all dispatchers and scheduling courses as needed to ensure they remain active.
- Communications Supervisor will take the duties as Jail Administrator.
- Ensure evidence (found property) is being entered as protocol states.
- Monitoring the radio off-duty as much as possible for QA purposes, and to assist when needed.
- Ensure the dispatchers are polite, professional, and courteous when representing the department.
- The supervisor is to be checking the department email regularly for questions and notifications.  
**On or off-duty.**
- Oversee the Records Department and assist in areas where additional support is needed. In the event of a leave of absence, the supervisor will hold the responsibilities of the records clerk in addition to primary duties. (See Records Duties for these tasks.)
- Responsible for providing coverage when there is an unforeseen call-in.
- Responsible for TAC duties.
- Once the dispatcher has completed their probationary period set them up with notary.
- Ensure dispatchers are managing their time appropriately.
- Quality Assurance reviews – both with phone call reports and CFS entries.
- Responsible for monitoring VineLink, and placing Holds on subjects with warrants through our department.
- Pryor Creek Police Department Social Media administrator.
- Responsible for ensuring there are adequate meals on-hand for inmates as well jail as supplies.
- Ensure that dispatch is kept clean and organized.
- If given a task by an officer or administration, it is to be addressed and completed in a timely manner.
- Keep a Continuing Education Log for each dispatcher with copies of certificates of completed lessons.
- If double staffed, allow dispatcher to take a break.
- Encourage and motivate to better ourselves and the department to better serve our City.