

**NOTICE AND AGENDA
BUDGET/PERSONNEL
REGULAR MEETING
TUESDAY, NOVEMBER 10TH, 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 October 13th, 2015 regular meeting.
3. Mayor's Report.
4. Discuss, possibly recommend Council action to repair or demolish the Pryor Youth Organization (PYO) Building.
5. Discuss, possibly recommend Council action to call for an election to fund repairs at the Pryor Youth Organization (PYO) Building through millage/property tax.
6. Authorize the Mayor to hold (3) three Public Forums for the purpose of discussing funding options for the replacement of Use Tax and Capital Improvement Projects.
7. Discuss, possibly modify and recommend Council action on vacation schedule for all non-bargaining employees of the City of Pryor Creek.
8. Discuss staffing levels for all departments as it impacts the budget.
9. Petitions from the audience.
10. Unforeseeable Business. (Any matter not reasonably foreseen prior to posting agenda.)
11. Adjourn.

Posted November 6th, 2015 by City Clerk Eva Smith

Eva Smith



**MINUTES
BUDGET/PERSONNEL
REGULAR MEETING
TUESDAY, OCTOBER 13TH, 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 5:30 p.m. by Chairman Greg Rosamond. Members present: Greg Rosamond, Drew Stott, Randy Chitwood. Members absent: none.

Others present: Mayor Jimmy Tramel, Councilor Yolanda Thompson, Police Chief Steve Lemmings, Assistant Police Chief James Willyard, Fire Chief Tim Thompson, Assistant Fire Chief B.K. Young, City Clerk Eva Smith, Recreation Center Director Laura Holloway, Library Board Member Jeanette Anderson, Library Employee Jacinda Ramsey, Fireman Kenny Cooper and Terry Aylward of The Paper.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE SEPTEMBER 8TH, 2015 REGULAR MEETING.

Motion was made by Chitwood, second by Stott to approve the minutes of the September 8th, 2015 regular meeting. All voted yes.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE BUDGET / PERSONNEL MEETING SCHEDULE FOR 2016.

Motion was made by Stott, second by Chitwood to recommend Council action to approve Budget / Personnel meeting schedule for 2016. All voted yes.

4. MAYOR'S REPORT.

Mayor Tramel discussed the Budget and living within our means:

- 90% of last year's revenue has been budgeted. Last year was a good year and next year will be based on 90% of the revenue as well.
- When placing or replacing employees, Mayor stated that he looks at where we are currently in Sales Tax Revenues.
- Current Sales Tax Revenue is down over \$106,866.27.
- Current Use Tax Revenue is down \$46,676.61.
- This time last year Sales Tax was up \$294,000.00
- Money in the Street, Recreation Center and Golf accounts cannot be used for other areas in the City.
- Mayor stated, if we did the budget today based on today's numbers, we would have to take about \$200,000.00 from our budget.
- Mayor stated that he knows we need positions, but we do not want to get in a situation causing lay-offs. We must not act too quickly.
- The City of Pryor Creek has not had a sales tax increase for 21 years. (General Fund)

- In 1994 the City took money from the Street Department and increased the General Fund by the vote of the people.
- Mayor stated that we have done a good job with the money we have and people spend money here. Our job is to make sure we have money for next year's budget.
- Mayor stated that he is holding off on some things that people want because we need to wait a month or so to see where we are before moving forward.
- Mayor stated items are on the rise. For example Information Technology has increased from \$3,000.00 to over \$50,000.00, Gadsby is higher, \$20,000.00 for Arch processing; costs are rising. The only way we get money is through Sales Tax. There is no Advalorem Tax.
- Mayor stated a proposal is coming in the coming months to increase revenues. Question is where will that money go? Capital Outlay? Emergency Services? He continued by saying that some towns have Sales Tax for Emergency Services; we do not. Our sales tax currently goes to specialized services like the Recreation Center, Sheriff's Department, MESTA Ambulance, and the Fire Department. Mayor added, these are all good uses.
- Mayor stated that he doesn't think that we as a City, could go with a Sales Tax increase to put towards Emergency Services. The increase would put us over 10 percent sales tax. The increase of 1/5 cent would bring in 1.6 million dollars if increased. This option could go to the vote of the people, but Mayor said that he doesn't want to do this. He continued to state that we have to live within our means, we are stable and the end of the year is usually a little tough. He made it clear that he is willing to show anyone the budget and how it works.
- Lastly, he stated we have to maintain the quality of life in the City of Pryor Creek.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE REVISED VACATION SCHEDULE FOR ALL NON-BARGAINING EMPLOYEES OF THE CITY OF PRYOR CREEK.

Motion was made by Stott, second by Chitwood to table this item until the next Budget/Personnel meeting November 10, 2015. All voted yes.

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.

Motion was made by Chitwood, second by Stott to 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. All voted yes.

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.

Motion was made by Chitwood, second by Stott to 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. All voted yes.

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.

Motion was made by Stott, second by Chitwood to 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. All voted yes.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE DISPATCH SUPERVISOR POSITION.

Motion was made by Rosamond, second by Chitwood to recommend Council action to approve Dispatch Supervisor Position. All voted yes.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE PAY INCREASE FOR ROBERT PRICE TO \$8.50 PER HOUR THROUGH PEOPLELINK STAFFING.

Motion was made by Chitwood, second by Rosamond to recommend Council action to approve pay increase for Robert Price to \$8.50 per hour through Peoplelink Staffing. All voted yes.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE PAY INCREASE FOR MARK SHELLENBARGER TO \$8.50 PER HOUR THROUGH PEOPLELINK STAFFING.

Motion was made by Rosamond, second by Stott to recommend Council action to approve pay increase for Mark Shellenbarger to \$8.50 per hour through Peoplelink Staffing. All voted yes.

12. DISCUSS STAFFING LEVELS FOR ALL DEPARTMENTS AS IT IMPACTS THE BUDGET.

There was no action on this item.

13. PETITIONS FROM THE AUDIENCE.

There were no petitions from the audience.

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

There was no unforeseeable business presented.

15. ADJOURN.

Motion was made by Rosamond, second by Chitwood to adjourn. All voted yes.

Current

CHAPTER 10

VACATIONS

Section:

- 10-1: Fire & Police Employees
- 10-2: Scheduling Vacations
- 10-3: Vacation Computation
- 10-4: Holidays during Vacation
- 10-5: Exempt Employees

10-1: Vacations of Regular Employees: Regular, full-time employees working a forty (40) hour week shall be entitled to vacation leave based on the following schedule. Exception: FIRE AND POLICE EMPLOYEES shall have vacation leave based upon their respective working agreements reached through the negotiation process. (Attachment 9)

- | | | |
|----|-------------------------------------------|-------------------|
| A. | One (1) through five (5) years | Ten (10) days |
| B. | Six (6) years through nineteen (19) years | Fifteen (15) days |
| C. | Twenty (20) years or more | Twenty (20) days |

10-2: SCHEDULING VACATIONS: Vacation leaves shall be scheduled by Department Heads (attachment 5). The following factors shall control the scheduling of vacations:

- A. Minimum notice of 2 days when possible.
- B. Seniority of employees.
- C. Employee's desires.

Department Heads shall limit the number of employees on vacation at one time so that the departmental work assignments can be completed without additional temporary employees. Where two or more employees desire the same vacation scheduling, the senior employee shall be given preference unless prior approval has been granted to an employee making an advanced vacation request. Employees having more than two weeks accumulated vacation may be required to split vacation time above the two weeks so that the other employees may be granted vacation in accordance with their requests.

All accrued vacation will be paid in a lump sum payment upon termination of employment. Extending a termination date by taking vacation days off will not be granted. Any method to obtain benefits by artificially stating the date of termination will not be tolerated.

10-3: VACATION COMPUTATION: Employees shall not be entitled to any vacation leave during the first year of their employment. Vacations may be granted in not less than one (1) hour increments. Official time accrual records are kept in the payroll office.

Employees working a forty (40) hour work week will be charged vacation leave on an hour for hour basis.

10-4: HOLIDAYS DURING VACATION: Whenever an authorized holiday falls within an employee's vacation, the day will be considered a holiday rather than a vacation day.

10-5: EXEMPT EMPLOYEES: Vacation leaves for exempt employees shall be scheduled by the Mayor.

YEARS OF ELIGIBLE SERVICE	VACATION ELIGIBILITY SCHEDULE 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)

PREVIOUSLY
 Proposed AT
 THE OCTOBER 13, 2015
 BUDGET MEETING.
 . TABLED .

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 - 10	4.62 hours	15 days
Years 11 and over	4.62 hours	15 days (plus one day per year for years 11 through 15)

MAXIMUM vacation TIME PER YEAR IS 20 DAYS.

PROPOSED BY
BUDGET COMMITTEE
TO BE DISCUSSED
AT NOVEMBER 10TH
BUDGET MEETING