

**NOTICE AND AGENDA
BUDGET/PERSONNEL
REGULAR MEETING
TUESDAY, APRIL 12TH, 2016 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 CHAMBER**, 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 March 8th, 2016 regular meeting.
3. Mayor's Report.
 - a. Tax Reports.
 - b. Review of financial status.
4. Discuss, possibly recommend Council action to approve hiring Crystalina Flerchinger at Range B, Step 2 (annual salary \$27,628.00) for the position of Fitness Coordinator at Pryor Creek Recreation Center.
5. Discuss, possibly recommend Council action on the possibility of layoffs or abolishment of positions as defined in the City of Pryor Creek Policy and Procedure Manual Chapter 6 due to the budget shortfall. (See Section 6-2)
6. Discuss, possibly recommend Council action to approve an expenditure for replacement of Gas Range for the Graham Community Banquet Hall from quotes received.
7. Discuss, possibly recommend Council action to approve an expenditure of \$4,000.00 plus an additional \$200.00 per month for the purchase of four (4) additional licenses of Caselle Software package due to a mandatory upgrade required by Caselle from Capital Outlay.
8. Petitions from the audience.
9. Unforeseeable Business. (Any matter not reasonably foreseen prior to posting agenda.)
10. Adjourn.

Posted April 8th, 2015 by City Clerk Eva Smith

Eva Smith



**MINUTES
BUDGET/PERSONNEL
REGULAR MEETING
TUESDAY, MARCH 8TH, 2016
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, City Accountant Ron Kolker, Councilman Houston Brittain, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief Tim Thompson, Assistant Fire Chief BK Young, Library Board Chairman Jeanette Anderson, "The Times" Reporter Cydney Baron and "The Paper" Reporter Terry Aylward.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE FEBRUARY 9TH, 2016 REGULAR MEETING.

Motion was made by Chitwood, second by Stott to approve the minutes of the February 9th, 2016 regular meeting. All voted yes.

3. CITY ACCOUNTANT'S REPORT.

Ron Kolker presented the midyear budget review as of December 31, 2015. He reported the following funds were down in the first 6 months:

- General Fund - (\$162,000.00)
- Golf - (\$19,000.00)
- Real Property - (\$45,000.00)
- Hotel / Motel - (\$13,000.00)
- E-911 - (\$14,000.00)

General Fund - (\$162,000.00)

- Projected for the next six months: \$29,000.00 profit; deficit of \$206,000.00.
- Next Fiscal year (2016-2017) projected Budget loss of \$435,000.00.
- Collections of Police Fines are up 50 percent at this time.

Golf Fund - (\$19,000.00)

- Must be watched closely; tight budget.

Real Property - (\$45,000.00)

- Account for grants received from Google to fund the Pryor Creek WiFi Project.

Hotel/ Motel - (\$13,000.00)

- No further explanation was given in the report.

E-911 - (\$14,000.00)

- Equipment was purchased in the first six months using this fund.

Capital Outlay - \$87,000.00

- This fund is up in the first six months but is projected to go down in the second six months of the fiscal year.

Capital Outlay Reserve

- Kolker stated that he feels this account should be renamed to Capital Outlay for Fire Department.

PPWA Sinking Fund - \$15,000.00

- In the first six months it has only increased \$15,000.00 and the principal was paid. The fund should increase in the second six months.

Donations

- Kolker stated he would like to have the City Clerk prepare a breakdown of how the donations have been received and spent within the departments.

Kolker gave an example of what it would cost if the public sales tax was increased by $\frac{1}{4}$ of a penny. He stated that if you spent \$20.00 on lunch; the increased sales tax of .250 would increase your bill by five cents. (\$0.5) bringing your bill to \$20.05.

4. MAYOR'S REPORT.

Mayor stated that he is proposing to draft a Resolution to increase sales tax .250. Recently Mayes County passed a bond lowering the sales tax they receive and this will take place when the county building is paid for. (Estimated to be September 2016.) When paid off, the sales tax rate will drop to 9.625%. (The 9.75% sales tax became effective January 1st, 2015.) Mayor stated that using the portion of the sales tax that will fall off from the county and passing the .250 sales tax increase could bring in \$450,000.00 as city revenue. The increase would bring the sales tax rate to 9.875%. He intends to bring a Resolution to increase sales tax to the next City Council meeting March 15th, 2016.

Mayor stated he continues to work on the Appendix A Schedule of Fees. He has provided a rough draft to City Council and the Department heads for review. He intends to bring this item to the Ordinance / Insurance Committee in the near future. He stated that the fees must be raised as another source of revenue for the city.

Mayor stated he is expecting to know more once MUB has received the utility rate study. He proposed to the public in the recent Funding the Gap forums, the possibility of adding a fee on electric meters, however that must be sanctioned by MUB to move forward. He added that fees charged to senior citizens could possibly be reduced as they are for trash services.

5. DISCUSS, POSSIBLY APPROVE SEEKING SEALED BIDS FOR STRUCTURAL REPAIR AT THE POCKET PARK.

Motion was made by Rosamond, second by Stott to table this item until the May 10th, 2016 Budget / Personnel meeting. All voted yes.

6. PETITIONS FROM THE AUDIENCE.

Councilman Brittain stated that we need to do something different. If that is raising sales tax a $\frac{1}{4}$ cent for a while until we can get another revenue stream, then we must present it to the public.

He encouraged the Mayor to bring these issues to the Council so that a decision could be made. He stated let's move forward. He also stated that he is encouraging

the Council to be more outspoken and to educate the public. The public won't do anything until there is something taken away from them. We have to do our part to bring in another source and to get the word out so the public can make a good decision. He also said that he's tired of talking and wants to get something done.

Mayor stated the portion about the fee schedule has to be set and implemented. It will take a charter change if the Storm Water Fees are added.

Mayor stated he would take the steps necessary for the Council to have a chance to vote on a sales tax increase.

Brittain stated taking funds out of the Capital Outlay is not the solution, it must go towards improving our city. We need to plan on what we can do 5 to 10 years from now. How are we going to make this city better and get more sales tax revenue and get people to move here?

Rosamond stated Capital Outlay counts as your cash on hand.

- You want that account to be healthy.
- You budget 100% of that money.
- You do not want to roll over any into the General Fund; that could cause trouble.

Brittain stated that he is tired of talking about the PYO. He believes we would be wasting money to repair this building and the money should be put towards fixing another area of the city. No one is stepping to the plate to partner in fixing the building.

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

There was no unforeseeable business presented.

8. ADJOURN.

Motion was made by Stott, second by Chitwood to adjourn at 6:14 pm. All voted yes.

5-5: CLASSIFIED EMPLOYEES: Employees who are full time, and work at least forty (40) hours per week on a continuing basis are considered classified employees. All rules, regulations and benefits of the City's personnel policies apply to regular employees, except where specifically excluded.

5-6: PROBATIONARY EMPLOYEES: All classified employees shall be considered probationary employees for minimum one year from date of hire.

5-7: PART-TIME EMPLOYEES: Part-time employees shall work less than 1000 hours per calendar year on a continuing basis. Part-time employees are not eligible for any fringe benefits unless special authorization is received from the Mayor and confirmed by City Council.

5-8: TEMPORARY EMPLOYEES: Temporary employees are for a specific time or filling of positions during a leave of absence or emergency and do not have the benefits of a regular employee. Employment with the City of Pryor Creek is never guaranteed nor considered to be permanent.

5-9: INDEPENDENT CONTRACTOR: See Chapter 25.

5-10: RE-EMPLOYMENT: Re-employment applies to an individual who resigned with a good record and is re-hired to fill a vacancy. Employees who are discharged or abandon their job shall not be eligible for re-employment.

CHAPTER 6

SEPARATION

Section:

- 6-1: Designation
- 6-2: Lay off
- 6-3: Death
- 6-4: Retirement
- 6-5: Discharge
- 6-6: Reduction in Force
- 6-7: Final Check
- 6-8: City Issued Uniforms, Property and reimbursements to the City.

6-1: DESIGNATION: All separations of employees from positions shall be designated as one of the following: Resignation, layoff, death, and retirement, reduction in force or discharge. Employees who separate shall receive payment for all earned wages and may receive pay for accrued vacation time if employed for a period of one (1) year or longer. (Attachment 8)

6-2: LAYOFF: Layoff may be made by the Mayor with the approval of the Budget Committee and City Council when it is deemed necessary by shortage of work or funds or the abolishment of a position.

6-3: DEATH: Separation by death shall be effective on the date of the death and all compensation due will be paid to the estate of the employee.

6-4: RETIREMENT: The Pension Plan provides for normal or full retirement at sixty-five (65) years of age with 6 vested years of service(exception of Mayor, City Clerk who must fulfill two terms in office). The normal retirement date is the first day of the month following his/her sixty-fifth (65th) birthday.

6-5: DISCHARGE: An employee may be discharged at any time from employment for the good of the service of the organization, at the discretion of the Mayor or Department Head, with or without cause. The City of Pryor Creek is considered to be an Employment-At-Will employer. This means we recognize that each employee retains the option, as does the City, of ending employment with the City of Pryor Creek at any given time, with or without notice and with or without cause. As such, your employment with the City of Pryor Creek is at-will and neither this policy and procedure manual nor any other oral or written representations by any City of Pryor Creek official or employee may be considered a contract for any specific period of time. Elected Officials and (CBA) collective bargaining members are not considered at-will employees. A discharged employee may appeal his/her dismissal to the Mayor within three days in writing after being discharged (weekends and holidays are excluded).

6-6: REDUCTION IN FORCE: Mayor may authorize reduction in force at any time per department for any time period, provided the effected department in the opinion of the Mayor has exceeded or will exceed their salary and benefits or maintenance and operation of approved departmental budget. Mayor must work directly with effected department head on weekly basis to minimize the reduction in force time frame. Mayor may rescind at any time he /she determines the department is within budget.

6-7: FINAL CHECK: Final checks shall be mailed (certified mail) on or before second regular payday following any separation in service, pending Mayor approval.

6-8: CITY ISSUED UNIFORMS, PROPERTY AND REIMBURSEMENTS TO CITY: Upon separation of employment with the City of Pryor Creek, employees shall return to his/her Department Head, prior to leaving his/her employment, all City issued uniforms, tools, equipment, identification cards, or any other City property in his/her possession.

Any employee failing to complete his/her probationary period, for any reason, shall reimburse the City (along with the items above) all expenses incurred by the City including respiration check.

The cost of City property not returned or any reimbursements to the City will be deducted from final pay. The Department Head must send, to the City Clerk's office, an itemized inventory and the cost of property not returned.