

**MINUTES
BUDGET/PERSONNEL
REGULAR MEETING
TUESDAY, AUGUST 11TH, 2015
5:30 P.M.**

THE BUDGET / PERSONNEL COMMITTEE MET IN SPECIAL 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, 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, Interim Library Director Marie Reist, Library Board Member Jeanette Anderson, Park & Cemetery Superintendent Frank Powell, Street Superintendent Jack Downing, Assistant Street Superintendent Buddy Glenn, Golf Director Dennis Bowman, Building Inspector /Code Enforcer Doug Moore, City Councilman Houston Brittain, Firefighter Tim Bonea, Pryor Area Chamber of Commerce Director Barbara Hawkins and Assistant Sarah Vaughn-Wallace, The Times Reporter Cydney Baron, and Terry Aylward of The Paper.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JULY 20TH, 2015 SPECIAL MEETING.

Motion was made by Rosamond, second by Stott to approve the minutes of the July 20th, 2015 special meeting. All voted yes.

Chairman Rosamond skipped to item 4.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL EXPENSE REPORT RECEIVED PRYOR AREA CHAMBER OF COMMERCE FOR FY 2014 - 2015.

Motion was made by Stott, second by Chitwood to recommend Council action to approve Hotel / Motel Expense Report received from Pryor Area Chamber of Commerce for FY 2014 - 2015. All voted yes.

Chairman Rosamond moved back to item 3.

3. MAYOR'S REPORT.

Mayor Tramel reviewed the Tax Reports. The Sales Tax Report was down \$10,000.00 from last year, the Use Tax was up from last year and the Tobacco tax was slightly down from last year.

Mayor Tramel presented and reviewed a Budget Comparison of 2003 - 2014.

Mayor Tramel stated that the City Accountant Ron Kolker had reviewed and approved the 2015 - 2016 FY Budget at \$6,387,991.00. He then gave each Department Head a chance to

Speak if they chose. He also stated that within the Budget some promotions have been included.

Councilman Brittain addressed the Committee. He stated that he had reviewed the preliminary Budget and it proved that there is a need for a new revenue stream.

Mayor Tramel spoke about the Maintenance Garage upkeep. He said that he had received an estimate for car maintenance. He said that he does not think the City can maintain for any less than the estimate. Rosamond was concerned about the preventative maintenance schedule.

Councilman Stott spoke about the general office supplies. He requested a better report.

Mayor Tramel began reviewing the proposed budget with the Committee and the Audience line by line.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION ON 2015 -2016 CITY OF PRYOR CREEK BUDGET FOR:

- a. GENERAL FUND**
- b. STREET DRAINAGE**
- c. GOLF COURSE**
- d. RECREATION CENTER**
- e. P.P.W.A**
- f. CAPITAL OUTLAY**
- g. CEMETERY CARE**
- h. E-911**

5a. GENERAL FUND

DISCUSSION:

- Community Development was discussed. Doug Moore explained the need to hire a part-time assistant Code Enforcer. The amount budgeted was \$21,000.00.
- Police was discussed. They would like to have more personnel. The average cost would be \$60,000.00 per person. Mayor stated there would be a need to increase Sales Tax.
- Police overtime was discussed. Mayor explained part was due to Information Technology (IT) performed by Police Officer Dustin Van Horn because the City does not have a permanent IT person. Dispatchers, Animal Shelter, and personnel to find Thunderbird Runaways accounted for the remainder.
- Dog Pound cost was discussed. Mayor Tramel stated it has to be manned and he has budgeted for a full-time employee with family insurance. Councilman Brittain asked if the City could pay a 3rd Party to run the animal shelter. Mayor said that could be explored.
- Fire was discussed. They also would like to have more personnel. Mayor stated that with the current Sales Tax there is no room for more personnel. Chief Thompson stated volunteers are hard to find and needs more fulltime as well as more volunteers at the Fire Department. Chief Thompson asked about Health Insurance. Mayor stated he would look at this line item again. Tim Bonea stated he believes the amount budgeted should be \$216,000.00. Thompson then asked if the Budget Item for IT in Account 02 would account for all City IT. Councilman Stott asked about the

update of the windows for the Fire Station. Chief Thompson was proud to report the Firemen have taken pride in their Fire Station by volunteering their own man power to update their bathroom. Assistant Chief Young spoke about the need to update Fire System software. He said they plan to move to a web based program to save storage and accessibility. They have budgeted for this item. Thompson added that Leo Perry in the Parks Department is a much appreciated for his mowing services to the City.

- Pool was discussed. Councilman Rosamond asked Frank Powell to explain the needs. Powell stated the electrical, pump, and ladders will need to be replaced and the estimate is between \$20 and \$30 Thousand. He said that a portion will come out of Capital Outlay.
- Library was discussed. The Library Board recommended that Marie Reist receive compensation while working as the Interim Library Director. Chairman Rosamond asked if Line Item 5018 under Library could be edited on the estimate of needs provided by Mayor Tramel. Mayor stated he would do so.
- Cemetery Health Insurance was discussed. Councilman Stott inquired. Mayor Tramel stated he has budgeted for the new employee who has family coverage.
- CEM was discussed. Rosamond and Stott asked that the phone costing (5061) be rechecked.
- Grant positions were discussed. Mayor Tramel stated that the CEM position is paid for by Grants as well as the Domestic Violence Officer who is paid by the VAWA Grant.
- Court was discussed. Mayor stated the revenues are \$336,002.00 up from last year. Fines collected go back into the General Fund.
- Use Tax was discussed. Chairman Rosamond stated he wanted to clarify that money that has been put into the Repair and Maintenance line item was Use Tax funds that had been originally allocated towards these items for the same projects, but Mr. Kolker is recommending not having them in a Capital Outlay account but having them in a Repair and Maintenance account so we are not transferring Capital Outlay funds. Mayor Tramel said correct. Mayor stated that he and Ron Kolker plans to put 25% of the Use Tax into the General Fund and the rest into Capital Outlay and began weaning off the Use Tax.

Mayor Tramel moved to street drainage.

5b. STREET DRAINAGE

DISCUSSION:

- Mayor stated that \$250,000.00 will not fix all concrete streets per the Street Superintendent. Downing assessed it may be closer to \$350,000.00.
- Mayor Tramel informed the audience that HWY 20 will be closed for 3 days at the railroad crossing for repair by Union Pacific on Tuesday, Wednesday and Thursday of next week. There will be a detour at Taylor to SE 1st and vice versa.

Mayor Tramel skipped to 5g.

5g. CEMETERY CARE.

There was brief discussion.

Mayor Tramel moved back to 5c.

5c. GOLF COURSE.

DISCUSSION:

- Per Dennis Bowman Golf Course personnel wages needs to be raised to \$10.00 to keep quality workers.
- The Golf Sub-committee will meet to discuss raising rates at the Golf Course. Bowman said that they need to make up 15% of the Budget.

5f. CAPITAL OUTLAY

DISCUSSION:

- Mayor Tramel stated that if funds are available, equipment will be purchased.
- Tennis Courts will need to be asphalted.
- Pocket Park, Splash Pad and Economic Study have been included in the Capital Outlay Budget.
- The Cemetery will need a new tractor.
- Emergency Management will need to replace computers this year.
- Mayor Tramel added that only \$410,000.00 was taken in last year and the City must watch their spending.

Mayor Tramel spoke about REAL PROPERTY. He stated that grant funds are put into this account and the Free Wi-Fi funded by Google is paid for out of this account.

5D. RECREATION CENTER

DISCUSSION:

- Mayor Tramel stated that Laura Holloway has requested an Assistant Recreation Center Director position be added. He stated that the Recreation Center revenue stream will account for this position.
- Holloway has also requested more Fitness personnel and Mayor said the revenue stream will also account for this.
- Councilman Stott asked about the Recreation Center line item 5410 Capital Outlay. Holloway stated she would like to buy Fitness equipment and Pool equipment.
- Mayor Tramel explained line item 5023 Health Insurance and why the number was higher. He stated that it accounts for hiring another person.
- Councilman Brittain stated he thinks the Recreation Center Budget is being managed well.

5e. P.P.W.A

DISCUSSION:

- Mayor discussed Franchise Fees. He stated that he will be looking further into Internet / Technology Companies about Franchise Fees.
- Councilman Brittain asked about Fund 88 line item 5347 Nuisances. Chairman Rosamond stated the goal is to thin out Abatements.

5h. E-911

DISCUSSION:

- Mayor Tramel stated the City is backup to MESTA Ambulance and there are costs to operate.
- Mayor also stated he is working on Property Casualty Insurance – OMAG.
- Mayor Tramel thanked the City Employees and he said that he was very proud of how the City provides a good Benefit Package to its employees.

Motion was made by Rosamond, second by Chitwood to recommend Council action on 2015 – 2016 City of Pryor Creek Budget for:

- a. General Fund
- a. Street Drainage
- b. Golf Course
- c. Recreation Center
- d. P.P.W.A
- e. Capital Outlay
- f. Cemetery Care
- g. E-911

All voted yes.

6. PETITIONS FROM THE AUDIENCE.

There were no petitions from the audience.

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 7:15 p.m. All voted yes.