

**MINUTES  
BUDGET/PERSONNEL  
REGULAR MEETING  
TUESDAY, NOVEMBER 10<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 5:30 p.m. by Chairman Greg Rosamond. Members present: Greg Rosamond, Drew Stott, Randy Chitwood. Members absent: none.

Others present: Mayor Jimmy Tramel, Councilor Houston Brittain, Councilor Yolanda Thompson, Police Chief Steve Lemmings, Assistant Police Chief James Willyard, Fire Chief Tim Thompson, Recreation Center Director Laura Holloway, Library Director Cari Rerat, Library Board Member Jeanette Anderson, Police Officer Kevin Tramel, Fireman Tim Bonea, Municipal Utility Board General Manager Gary Pruett, Municipal Utility Board Assistant General Manager Jared Crisp, Municipal Utility Employee Ryan Stout and Terry Aylward of The Paper.

**2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE OCTOBER 13<sup>TH</sup>, 2015 REGULAR MEETING.**

Motion was made by Stott, second by Chitwood to approve the minutes of the October 13<sup>th</sup>, 2015 regular meeting. All voted yes.

**3. MAYOR'S REPORT.**

- Mayor Tramel discussed the Tax Reports for the month of October. The Sales Tax and Use Tax Reports were down. The Tobacco Tax Reports were about the same.
- Mayor Tramel presented a PowerPoint presentation to discuss what it takes to run the city.
- He spoke about Sales Tax and how taxes are divided out.
- He spoke about how towns are having issues generating Sales Tax.
- He spoke about how emergency services make up 52 percent of the Budget.
- Mayor Tramel stated the city must look for more revenue; raising taxes is not an option.
- The 1<sup>st</sup> quarter reports show that the General Fund is down \$116,428.79. He continued by stating that in the event the Fund fell below \$1,425,00.00 there would be a need to make drastic cuts.
- Mayor presented his Financial Statement for the month of October. He stated there was an error for the Golf Fund in this report. He added that the 911 Cash Fund is showing a loss, the Hotel/ Motel is also showing a loss for October 2015. The Recreation Center Fund is showing a profit of \$59,008.13. Fifty-eight percent (58%) of the Recreation Center Fund is generated by Sales Tax and the rest are Memberships and Accounts Receivables.
- Mayor gave the audience a chance to ask questions.

➤ Mayor revisited the Sales Tax issue. He stated internet sales are hurting Pryor Creek. Store sales are down 4 percent.

**4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO REPAIR OR DEMOLISH THE PRYOR YOUTH ORGANIZATION (PYO) BUILDING.**

Motion was made by Stott, second by Chitwood to repair the Pryor Youth Organization (PYO) Building. All voted yes.

**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.**

There was no action on this item.

**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.**

Motion was made by Rosamond, second by Chitwood to authorize the Mayor to hold a minimum of (3) three Public Forums for the purpose of discussing funding options for the replacement of Use Tax and Capital Improvement Projects. All voted yes.

**7. DISCUSS, POSSIBLY MODIFY AND RECOMMEND COUNCIL ACTION ON VACATION SCHEDULE FOR ALL NON-BARGAINING EMPLOYEES OF THE CITY OF PRYOR CREEK.**

Motion was made by Rosamond, second by Chitwood to recommend Council action to approve the vacation schedule for non-bargaining employees of the City of Pryor Creek as presented at the October 13<sup>th</sup>, 2015 Budget / Personnel meeting with the exception “Days Credited Each Year” may not exceed 20 days. Voting yes: Rosamond, Chitwood. Voting no: Stott.

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	4.62 hours	15 days (plus one day per year to maximum 20 days)

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

- Mayor discussed that several department are back filling positions.
- He stated that because the Recreation Center is doing well, he is going to move forward with posting the Assistant Recreation Center Director position and beginning the application process. He stated he is also ready due to it being an Enterprise Fund.
- The Garage position has not been backfilled.
- The Street Superintendent Jack Downing cut down a position.
- Mayor Stated we have part time staffing that can be used in several departments that enable the city to keep costs down regarding benefits paid out.

**9. PETITIONS FROM THE AUDIENCE.**

There were no petitions from the audience.

Rosamond reminded the audience about Chili Christmas to take place on November 14<sup>th</sup> from 11:00 a.m. to 4:00 p.m. in downtown Pryor Creek.

**10. UNFORESEEABLE BUSINESS.**

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

There was no unforeseeable business presented.

**11. ADJOURN**

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