MINUTES
BUDGET & PERSONNEL COMMITTEE
REGULAR MEETING
TUESDAY, DECEMBER 10TH, 2024
5:30 P.M.

THE PUDGET & PERSONNEL COMMITTEE MET IN REGULAR SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE-MENTIONED DATE AND TIME.

BOARD MEMBERS: Choya Shropshire, Lori Bradshaw, Charles Tramel, Kenneth Brashears (Alternate)

1. **CALL MEETING TO ORDER.**
   Choya Shropshire called the meeting to order at 5:30 p.m. Members present: Lori Bradshaw, Charles Tramel and Choya Shropshire. Members absent: none.

   Others present: Zac Doyle, Hannah Moore Morris, Terry Aylward and Lori Ballew.

2. **PETITIONS FROM THE AUDIENCE**
   There were no petitions from the audience.

3. **DISCUSS, POSSIBLY APPROVE MINUTES OF THE NOVEMBER 12TH, 2024 MEETING.**
   Motion was made by Tramel, second by Bradshaw to approve the minutes of the November 12th, 2024 meeting. Voting yes: Bradshaw, Tramel and Shropshire. Voting no: none.

4. **MAYOR'S REPORT.**
   a. **Tax Reports.**
      Mayor Doyle distributed a printed tax report. He stated that the sales tax revenue is down for the month but the average remains higher than last year. He also reported that the use and tobacco taxes have both seen a small increase.
   b. **Review of Financial Status.**
      Mayor Doyle reported that the September financials have been completed but will not reflect the finances accurately until issues in the accounting software are resolved.
   c. **General Fund Budget Review.**
      Mayor Doyle stated that unplanned expenses such as repairs and overtime have had a significant impact on the General Fund budget. He also stated that he is working with the City Accountant to research Capital Outlay accounts and ensure that those balances are accurate.

5. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING A HOLIDAY BONUS TO BE DISTRIBUTED TO EACH ELIGIBLE FULL TIME, PART TIME AND TEMPORARY EMPLOYEE, TO BE INCLUDED WITH PAYCHECKS DATED FOR 12/27/2024, IN THE AMOUNT OF $60.00. CITY PAYROLL AMOUNT IS $5,220.00 AND $1,740.00 TO BE BILLED FROM EXPRESS EMPLOYMENT PROFESSIONALS, TOTALING $6,960.00; $6,030.40 TO BE PAID FROM GOLF EMPLOYEE APPRECIATION ACCOUNT**

#41-415-5242 (ACCOUNT BALANCE $6,393.00) AND $1,740.00 TO BE PAID FROM DONATIONS MISCELLANEOUS ACCOUNT #96-965-5341 (ACCOUNT BALANCE $8,683.39).

Motion was made by Bradshaw, second by Tramel to recommend Council action regarding a Holiday Bonus to be distributed to each eligible full time, part time and temporary employee, to be included with paychecks dated for 12/27/2024, in the amount of $60.00. City payroll amount is $5,220.00 and $1,740.00 to be billed from Express Employment Professionals, totaling $6,960.00; $6,030.40 to be paid from Golf Employee Appreciation Account #41-415-5242 (Account Balance $6,393.00) and $1,740.00 to be paid from Donations Miscellaneous Account #96-965-5341 (Account balance $8,683.39). Motion was amended by Bradshaw, second by Tramel to recommend Council action regarding a Holiday Bonus to be distributed to each eligible full time, part time and temporary employee to be disbursed with checks payable before Christmas in the amount of $60.00. Voting yes: Tramel, Shropshire and Bradshaw. Voting no: none.

6. **UNFORESEEABLE BUSINESS.**

   There was no unforeseeable business.

7. **ADJOURN.**

   Motion was made by Tramel, second by Bradshaw to adjourn at 5:55 p.m. All voted yes.