



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Monday, August 25, 2008

3:00 PM

Huntington Building

1. Call To Order

Present 4 - Darrel Dover; Harold Perrin; Ann Williams and Jim Hargis

Absent 2 - John Street and Judy Furr

2. Approval of minutes

MIN-08:165 Minutes for the Finance Committee meeting on July 17, 2008.

Attachments: [Minutes](#)

A motion was made by Councilman Harold Perrin, seconded by Councilman Darrel Dover, that this Minutes be Passed. The motion CARRIED by a Voice Vote.

Aye: 3 - Darrel Dover; Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

3. New Business

Resolutions To Be Introduced

RES-08:127 A RESOLUTION TO AMEND THE CITY OF JONESBORO EMPLOYEE HANDBOOK

Sponsors: Human Resources

Attachments: [2008 Workplace Violence COJ](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman Harold Perrin, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover; Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

RES-08:128 A RESOLUTION TO AMEND THE CITY OF JONESBORO EMPLOYEE HANDBOOK

Sponsors: Human Resources

Attachments: [HIPAA POLICY](#)

Human Resource Director Gloria Roark stated the HIPPA policy was updated to include the new laws.

A motion was made by Councilman Darrel Dover, seconded by Councilman Harold Perrin, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover;Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

RES-08:144 A RESOLUTION TO AMEND THE CITY OF JONESBORO EMPLOYEE HANDBOOK

Sponsors: Human Resources

Attachments: [Cat Leave](#)

Ms. Roark stated the catastrophic leave was updated to include the definitions.She then went through the definitions. She explained there are 3 different segments that are in 8 week increments employees can request. Councilman Jim Hargis asked if the 24 weeks is the maximum that can be requested off. Ms. Roark stated yes. Councilman Darrel Dover asked if this was the same as the sick bank. Ms. Roark answered yes.

A motion was made by Councilman Darrel Dover, seconded by Councilman Harold Perrin, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover;Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

RES-08:132 A RESOLUTION TO APPROVE THE IMPLEMENTATION OF 2008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICE PROGRAM CONTRACT

Sponsors: Community Development

Attachments: [City Youth 2008](#)

Gayle Vickers stated this is the enactment of the contracts that were already approved. Councilman Dover asked if all procedures were followed. Ms. Vickers answered yes and HUD had approved them.

A motion was made by Councilman Darrel Dover, seconded by Councilman Jim Hargis, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover;Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

RES-08:133 A RESOLUTION TO APPROVE THE IMPLEMENTATION OF 2008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICE PROGRAM CONTRACT

Sponsors: Community Development

Attachments: [Focus 2008](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman Jim Hargis, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover;Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

RES-08:134 A RESOLUTION TO APPROVE THE IMPLEMENTATION OF 2008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICE PROGRAM CONTRACT

Sponsors: Community Development

Attachments: [Foundation of Arts 2008](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman Jim Hargis, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover;Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

RES-08:135 A RESOLUTION TO APPROVE THE IMPLEMENTATION OF 2008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICE PROGRAM CONTRACT

Sponsors: Community Development

Attachments: [HCSI 2008](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman Jim Hargis, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover;Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

RES-08:136 A RESOLUTION TO APPROVE THE IMPLEMENTATION OF 2008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICE PROGRAM CONTRACTS

Sponsors: Community Development

Attachments: [JURHA 2008](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman Jim Hargis, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover;Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

RES-08:137 A RESOLUTION TO APPROVE THE IMPLEMENTATION OF 2008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICE PROGRAM CONTRACTS

Sponsors: Community Development

Attachments: [Legal Aid 2008](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman Jim Hargis, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover;Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

RES-08:138 A RESOLUTION TO APPROVE THE IMPLEMENTATION OF 2008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICE PROGRAM CONTRACTS

Sponsors: Community Development

Attachments: [Mid South-Employment 2008](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman Jim Hargis, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover;Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

RES-08:139 A RESOLUTION TO APPROVE THE IMPLEMENTATION OF 2008 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICE PROGRAM CONTRACTS

Sponsors: Community Development

Attachments: [Mid South-Subsistence 2008](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman Jim Hargis, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover;Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

5. Other Business

Discussion concerning 2008 budget cleanup ordinance

Finance Director Jim Barksdale stated he wanted to hold off on the 2008 budget cleanup that was tabled at the last Council meeting. He explained during the budget process for 2009 they discovered capital improvement project appropriations were

not re-appropriated for 2008. He added he would like to talk to the department heads to go through each capital improvement item and make sure everything is there. He further explained fuel will be about \$450,000 short due to price increases.

Councilman Jim Hargis stated he wants an extensive explanation regarding what is exceeding appropriations and by how much. He added he wants to know what items have made us miss our budget. Discussion was held concerning the cleanup ordinance.

Mr. Barksdale said his report shows the funds, revenues and expenditures year to date, and budget to actual. He explained the way the accounts were setup was not allowing for budgeting of all the revenues and expenditures. He further explained there are substantial actual revenues and expenses from what were approved every January. He added the charts of accounts are not always letting the accounts get set up how they are suppose to be. Mr. Barksdale stated part of the problem is the need to set up the system in order to provide the Council with efficient financial information.

He stated capital improvement items are done by how much is spent and budgeted. He added he has all the cost on the books but it comes down to classification.

He stated as of August 15th, we had \$33 million in revenue and \$38 million in expenditures and that leaves the City in a \$4.9 million deficit. He added that many of the revenues come after the expenditures take place.

Councilman Dover asked what was the highest we had in capital improvements. Mr. Barksdale answered \$18 million. Discussion was then held regarding the Capital Improvement Fund.

COM-08:092 Statement of receipts for 2007 - unaudited

Sponsors: Finance

Attachments: [Financials 2007 Unaudited - Excel spreadsheet](#)
[Financials 2007 Unaudited - PDF](#)

Chairwoman Ann Williams asked what the status of the 2007 audit is. Mr. Barksdale answered the legislative audit is wrapping up but he was told the same thing a few weeks ago. He added the Federal auditors will be here on the September 2, 2008.

Councilman Hargis stated the legislative audit found some things that weren't pointed out. Councilman Dover asked what those items were. Councilman Hargis answered advertisements to the public saying what the City's fund balances were. Councilman Dover stated that was because the software was not generating correct information.

Councilman Hargis stated the report does not have fire or police on the report. Mr. Barksdale answered Fire & Police are included in the General Fund because they do not generate revenue. Councilman Hargis stated there are no details in the report so they could compare it to the last one.

Councilman Hargis stated he would like to have an independent Audit of the full city finances. Councilman Dover stated the legislative audit does that. Mr. Barksdale added it is state law that we can use the legislative audit for an annual audit.

This item was Read

Discussion concerning additional staff for Finance

Chairwoman Williams asked what the current status is for staff. Mr. Barksdale stated there are 3 positions he needs as well as salary adjustments that need to be made. He explained he would like to have an assistant position, which he would like to have a current employee fill. He added he'd like another accounting tech. He stated he would need to fill the position in the Collections Department left by him moving one of the people to the assistant position.

COM-08:094 Alcohol and City Sales Tax reports for July, 2008, as provided by the Finance Department.

Sponsors: Finance

Attachments: [Jul-08 Alcohol Monthly Tax](#)
[Jul-08 City Sales Tax](#)
[Jul-08 City Sales Tax2](#)
[2008 Budget Ordinance](#)

This item was Read

COM-08:100 June Cash Accounts report

Sponsors: Finance

Attachments: [June Cash Report](#)
[June Interest](#)
[June Reconciliation Summary](#)

This item was Read

COM-08:102 Fuel Reports

Sponsors: Finance

Attachments: [Fuel Report Detail Summary 07-31-2008--CLW](#)
[Fuel Report Detail Summary 08-06-08](#)

This item was Read

Ordinances To Be Introduced

ORD-08:070 AN ORDINANCE TO AUTHORIZE A CONTRACT WITH CAMERON CONSTRUCTION FOR THE CONSTRUCTION OF A PEDESTRIAN BRIDGE AT TURTLE CREEK AND APPROPRIATING FUNDS TO PAY FOR A PORTION OF THE PROJECT

Attachments: [Google Earth Photograph of Greenway and Bridge Location](#)
[Turtle Creek Greenway Bridge Costs and Timeline](#)
[Bridge Bids July 22, 2008](#)
[revisedcontract-toCameron \(3\)](#)
[contractchangeorder#1-081308 \(2\)](#)
[revisedperformancepaymentbond-toCameron](#)
[noticeofaward-toCameron \(2\)](#)
[Bridge Bid Revised Costs -Cameron Construction](#)

Parks Director Jason Wilkie stated this ordinance is to grant the contract to Cameron Construction and to appropriate \$83,320.05 for the balance of the bridge. He explained they were able to negotiate with the bidder for the scope of work and the

total price is \$370,820.00.

Mr. Wilkie stated they removed 40 feet of the bridge to lower the project cost. He explained NRS Engineering suggested the removal of the 40 feet.

Further discussion was held concerning the project.

Councilman Harold Perrin questioned whether the Safe Routes to School Grant can be spent on this project. Mr. Wilkie answered yes.

Councilman Perrin asked what the items on the addendum were. Mr. Wilkie stated that one is a change in the bid letting date and time. He explained the date was changed from July 15 to July 22. He further explained and the second is the addition to safety railing, rub rails and approaching trails. He stated it was just added information to the bid.

Councilman Perrin asked if anything was removed for the bid. Mr. Wilkie answered no.

Councilman Perrin then questioned whether the project needed to be re-bid due to the reduction in the bridge size. Assistant City Attorney Carol Duncan indicated City Attorney Crego stated state law allows for up to 25% change before needing to be re-bid.

A motion was made by Councilman Jim Hargis, seconded by Councilman Darrel Dover, that this matter be Recommended to Council. The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover; Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

COM-08:112 Retirement plan actuarial Study for the RFP

Attachments: [Outline of Services](#)

Mr. Dennis DeCoursey stated his office was asked to look at the City's plan and make comments and suggestions about how they would change things. He also added they were requested to look at some proposed enhancements and come up with an overall cost.

He stated he looked at the City's cost plan from our current plan provider. He explained he would like to set down with the decision makers and see what the city would like to accomplish with the plan and adopt formal objectives for benefit and cost purposes. He added without having that it, would be difficult to make enhancements to the plan.

Mr. DeCoursey stated he would like to give a cost estimate for each enhancement separately so the City can make a decision on each separately or combine them to see what would work.

He stated the cost estimate for the study would be between \$17,000 to \$20,000. He added he can't say if that would cover all of the company's cost.

Councilman Dover stated he would like for the study to use APERS as a baseline for matching the employee's benefits. He added he would like to see what the cost would be between a private plan verses APERS.

Mr. DeCoursey asked if they would want to impose an employee contribution plan. Councilman Dover said that is one of the options but he can only speak for himself. Employee Representative Larry Jackson said some of the employee's main concern is the 5 year period to be vested and not paying the 5%. Discussion was held concerning how to go about the study and what to include.

Councilman Dover suggested creating a committee to give Mr. DeCoursey a direct approach.

He then questioned whether Mr. DeCoursey needed to come back for the City Council meeting. Mr. DeCoursey stated he does not mind to come back to the September 4th council meeting.

A motion was made by Councilman Darrel Dover, seconded by Councilman Jim Hargis, to Recommend to Council proceeding with the study with Wertz & Associates, Inc. The motion PASSED by an unanimous vote

Aye: 3 - Darrel Dover; Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr

4. Pending Items

6. Public Comments

7. Adjournment

A motion was made by Councilman Darrel Dover, seconded by Councilman Harold Perrin, that this be Adjourned. The motion CARRIED by a Voice Vote.

Aye: 3 - Darrel Dover; Harold Perrin and Jim Hargis

Absent: 2 - John Street and Judy Furr