



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, January 25, 2011

4:00 PM

Huntington Building

1. Call To Order

Present 3 - Ann Williams; Darrel Dover and Charles Coleman

Absent 2 - John Street and Mikel Fears

Election of a committee chair

Councilman Dover motioned, seconded by Councilman Coleman, to elect Ann Williams to be committee chair for 2011. All voted aye.

2. Approval of minutes

MIN-10:109 Minutes for the Finance Committee meeting on November 23, 2010.

Attachments: [Minutes](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman Charles Coleman, that this matter be Passed . The motion PASSED by a unanimous vote

Aye: 2 - Darrel Dover and Charles Coleman

Absent: 2 - John Street and Mikel Fears

MIN-10:111 Minutes for the special called Finance Committee meeting on December 7, 2010.

Attachments: [Minutes](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman Charles Coleman, that this matter be Passed . The motion PASSED by a unanimous vote

Aye: 2 - Darrel Dover and Charles Coleman

Absent: 2 - John Street and Mikel Fears

MIN-10:120 Minutes for the Special Called Finance Committee meeting on December 21, 2010

Attachments: [Minutes](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman

Charles Coleman, that this matter be Passed . The motion PASSED by a unanimous vote

Aye: 2 - Darrel Dover and Charles Coleman

Absent: 2 - John Street and Mikel Fears

3. New Business

4. Pending Items

5. Other Business

COM-10:135 Federal Compliance Audit Report for the year ended December 31, 2009.

Sponsors: Grants and Finance

Attachments: [2009 Fed Compliance Audit Report](#)

Chief Financial Officer Ben Barylske noted there was only one finding in the audit this year and it dealt with FEMA monies the City received. He added it was his understanding all the documentation was there, but just not in the format in which the auditor wanted to see it in. He explained documentation is sent to FEMA, who calculates how much the City will receive. He further explained the auditor didn't feel there was enough documentation. Mayor Perrin noted the City did not have to give any money back to FEMA. Mr. Barylske agreed and added the finding was from before Mr. Tony Thomas was handling the grants. The City has since taken steps to prevent the same problems from happening in the future.

ORD-11:014 AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A GRANTS COORDINATOR TO THE GRANT ADMINISTRATION DEPARTMENT

Sponsors: Finance and Human Resources

Attachments: [Grants Coordinator - 28731](#)
[Grants Coordinator - 28731 - PDF version](#)

Human Resources Director Gloria Roark explained a current employee will be moved into this position and the existing position will not be filled. The same will happen for the new position referred to in the ordinance that is next on the agenda. Councilman Dover clarified that no new full time employees will be added. Ms. Roark answered no, there will be no new employees and the City will save money. Mayor Perrin explained when Mr. Thomas left employment with the City Mr. Barylske reviewed the job description and amended it in order to put some of the duties back into the Finance Department. He added City Accountant HJ Hwang will be taking over the Finance duties and will become the Accounting Manager.

A motion was made by Councilman Darrel Dover, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED by a unanimous vote

Aye: 2 - Darrel Dover and Charles Coleman

Absent: 2 - John Street and Mikel Fears

ORD-11:015 AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD AN ACCOUNTING MANAGER TO THE FINANCE DEPARTMENT

Sponsors: Finance and Human Resources

Attachments: [Accounting Manager - 28733](#)
[Accounting Manager - 28733 - PDF version](#)

A motion was made by Councilman Darrel Dover, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED by a unanimous vote

Aye: 2 - Darrel Dover and Charles Coleman

Absent: 2 - John Street and Mikel Fears

Discussion concerning the non-uniform pension plan

Councilman Dover asked for an update concerning the non-uniform pension plan. Mayor Perrin explained Attorney Wyck Nesbit has indicated Foster & Foster need to calculate the cost of freezing the non-uniform plan and look at a defined benefit plan. Councilman Dover questioned whether annuities have to be purchased if the plan is frozen. Mayor Perrin answered yes, but the new service agreement with Principal allows the City to choose who to buy the annuities from. He noted they sent the new service agreement to Principal, but they have not signed it yet. He explained Principal will hold what is guaranteed for the employees when they retire and the balance will be transferred to Stephens. He noted they have contacted Foster & Foster and they are calculating the cost of freezing the plan and moving towards a defined benefit plan. Discussion was held concerning a defined benefit plan. Mr. Barylske stated they have already delivered a check to Stephens for last year, so Stephens will invest that money. He added they will be giving Stephens another check in the next few months. Further discussion was held concerning the non-uniform pension plan.

Parks Employee Larry Jackson stated he didn't understand what was being discussed and he was going to be responsible for explaining it to the Employee Representative Committee. Mayor Perrin stated he will meet with Mr. Jackson after the information from Mr. Nesbit has been received. Mr. Jackson clarified if the City goes to a defined benefit plan, then the employees will have to start contributing to their retirement. Mayor Perrin answered that is a possibility. Mr. Jackson then questioned whether part of the retirement money will remain with Principal. Mayor Perrin answered yes, the City can't get away completely away from Principal.

6. Public Comments

7. Adjournment

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

Aye: 2 - Darrel Dover and Charles Coleman

Absent: 2 - John Street and Mikel Fears